OMB Approval No: 2577-0226 Expires: 08/31/2009

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009 Annual Plan for Fiscal Year 2008-09

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan Agency Identification

PH	A Name: SAN FR	ANCISC	O HOUSING AUT	HORITY	
PH	A Number: CA00	1			
PH	A Fiscal Year Beg	inning: (1	0/2008)		
Numb	A Programs Admi ublic Housing and Section per of public housing units: 6,2 per of S8 units: 7710 HA Consortia: (che	n 8 Section 262 Number		Housing Only of public housing units: and complete table)	
<u> </u>	Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participati	ing PHA 1:				
Participati	ing PHA 2:				
Participati	ing PHA 3:				
Info	Main administrative PHA development District Offices: District PHA local offices	ny activities t apply) e office of the management rict 1 90 prict 2 101		treet, Reception De	
The	PHA Plans (including apply) Main administrative PHA development District Offices: District Offices: District Offices	attachments e office of the management rict 1 90 rict 2 101	t offices		elect all
H			ie local government		

	Main administrative office of the State government
	Public library
	PHA website
\boxtimes	Other (list below) Section 8 Administrative Office 1815 Egbert Avenue
	Plan Supporting Documents are available for inspection at: (select all that apply)
\boxtimes	Main business office of the PHA 440 Turk Street
\boxtimes	PHA development management offices
	District Offices:
	District 1 90 Kiska Road
	District 2 1010 Webster Street
	Other (list below) Section 8 Administrative Office 1815 Egbert Avenue

5-YEAR PLAN PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.5]

A. Mission

State t	he PHA's mission for serving the needs of low-income, very low income, and extremely low-income es in the PHA's jurisdiction. (select one of the choices below)			
	The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.			
	The PHA's mission is to continue to provide affordable housing for nearly 12,000 public housing residents and approximately 21,000 Section 8 participants. A primary goal of the Authority is to continue to provide housing for these low income households while improving housing and economic opportunities fo residents and maintaining high standards of property management, fisca management and service delivery. Coordination with City efforts and collaborations with other public and private entities will continue to be emphasized.			
The go empha identif PHAS SUCC (Quan	cals and objectives listed below are derived from HUD's strategic Goals and Objectives and those asized in recent legislation. PHAs may select any of these goals and objectives as their own, or by other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, a ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF CESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. tifiable measures would include targets such as: numbers of families served or PHAS scores ed.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.			
HUD housi	Strategic Goal: Increase the availability of decent, safe, and affordable ing.			
	PHA Goal: Expand the supply of assisted housing. Objectives: Apply for additional rental vouchers: Reduce public housing vacancies: Leverage private or other public funds to create additional housing opportunities: Acquire or build units or developments Other (list below) Locate infill affordable and market rate housing, where density permits, at family and elderly/disabled public housing units.			

with revitalization of public housing housing sites.

Use Section 8 Project-Based Voucher Program assistance in conjunction

\bowtie	PHA Goal: Improve the quality of assisted housing
	Objectives:
	✓ Improve public housing management: (PHAS score)✓ Improve voucher management: (SEMAP score)
	Increase customer satisfaction:
	Concentrate on efforts to improve specific management functions:
	(list; e.g., public housing finance; voucher unit inspections)
	Renovate or modernize public housing units:
	Demolish or dispose of obsolete public housing:
	Provide replacement public housing:
	Renovate or modernize public housing units: Demolish or dispose of obsolete public housing: Provide replacement public housing: Provide replacement vouchers: Other: (list below)
	Other: (list below)
	Partner with housing developers, non-profit community and
	supportive service organizations and City agencies to rebuild public
	housing sites and provide services to residents.
	PHA Goal: Increase assisted housing choices
	Objectives:
	Provide voucher mobility counseling:
	 Conduct outreach efforts to potential voucher landlords Increase voucher payment standards
	Implement voucher homeownership program:
	 Increase voucher payment standards Implement voucher homeownership program: Implement public housing or other homeownership programs: Implement public housing site-based waiting lists: Convert public housing to youchers:
	Implement public housing of other homeownership programs. Implement public housing site-based waiting lists:
	Convert public housing to vouchers:
	Other: (list below)
	(1) Voucher Homeownership in conjunction with comprehensive
	revitalization, infill housing, partnerships with community-based
	organizations, City agencies, Family Self-Sufficiency (FSS) and other
	homeownership programs.
	(2) Use Section 8 Project-Based Voucher Program assistance in
	conjunction with public housing revitalization efforts to increase supply of
	housing units.
	(3) Utilize to the fullest extent possible the Section 8 Project-Based
	Voucher Program
HUD	Strategic Goal: Improve community quality of life and economic vitality
\boxtimes	PHA Goal: Provide an improved living environment
	Objectives:
	Implement measures to deconcentrate poverty by bringing higher income
	public housing households into lower income developments:
	Implement measures to promote income mixing in public housing by
	assuring access for lower income families into higher income
	developments:
	Implement public housing security improvements:
	Designate developments or buildings for particular resident groups
	(elderly, persons with disabilities)
	Other: (list below)

- (1) De-concentrate poverty at lower density developments by replacing the public housing and adding housing for households with a range of incomes, adding other ancillary non-residential uses and creating mixed-income, mixed-use communities.
- (2) Develop better one-on-one relationships with communities surrounding public and senior housing sites.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted

 \boxtimes

households.

Objectives:

Increase the number and percentage of employed persons in assisted
families: Provide or attract supportive services to improve assistance recipients'
employability: Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 Other: (list below) (1) Identify and implement programs with community-based partners that can promote family self-sufficiency, including first time homeownership opportunities for low-income families. (2) Apply for as many SuperNOFA grants as applicable, including the ROSS grant funds. (3) In addition to Section 3 goals, the SFHA has a policy that at least 25% of total workforce hours, funded through contracts with outside sources awarded through a bid process, will be made available to residents of public housing.
egic Goal: Ensure Equal Opportunity in Housing for all Americans
Goal: Ensure equal opportunity and affirmatively further fair housing ctives: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Other: (list below) The SFHA has the Office of Fair Housing to respond to residents and applicants relating to possible discrimination-based incidents and the implementation of procedures for addressing allegations of incidents with a perceived or actual discriminatory dimension. The SFHA also investigates allegations of discrimination based on sexual orientation.

Finally, the SFHA has developed a Limited English Proficiency Plan that will guide it in providing language services to clients whose native language is not English. See Attachment XI, the Limited English Proficiency Plan.

Annual PHA Plan PHA Fiscal Year 2008-09

[24 CFR Part 903.7]

<u>i.</u>	Annual Plan Type:				
Selec	Select which type of Annual Plan the PHA will submit.				
	Standard Plan				
\boxtimes	Troubled Agency Plan				

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Established in 1938, the San Francisco Housing Authority (Authority) is located in the City and County of San Francisco. The Authority manages 6,262 units of public housing stock in 49 developments scattered throughout the city including five HOPE VI sites (Hayes Valley North and South: 117 units, Bernal Dwellings: 160 units, Plaza East: 193 units, North Beach: 138 units, and Valencia Gardens: 148 units). On behalf of the Housing Authority two private property management firms manage the day-to-day operations of the Authority five completed HOPE VI sites The Authority houses very low-income families, and without its assistance, many of San Francisco's residents, who come from many different ethnic backgrounds and who create the city's unique flavor, would be forced to live elsewhere. As a priority, the Authority is seeking ways to address the growing needs of working families in addressing housing options and home ownership opportunities.

Given the age and condition of its current housing stock, the Authority could lose as much as three percent (3%) of its viable housing units each year. The 2007 Comprehensive Physical Needs Assessment identified \$267.3 million of immediate capital needs at all of its developments. A large part of the problem is the extraordinary cost of maintaining these units as safe and livable; given current operating and capital budget restrictions, gang and crime rates in the community, and strict federal regulations regarding fiscal responsibilities, drastic measures must be taken and alternatives must be

found to address these conditions in order to maintain safe and affordable housing for low-income residents of the city.

The Authority has six major goals it is seeking to accomplish in the short- and long-term future. First, it is committed to the preservation, rehabilitation and reconstruction of its existing public housing stock. The Authority will continue to seek funding sources, in addition to those provided through formula grants provided by the U.S. Department of Housing and Urban Development, to address the physical needs of the various family and senior/disabled housing developments.

Secondly, the Authority is committed to addressing the growing need for low-income housing in the San Francisco area by developing ways to increase the public housing stock through creative partnerships with local developers and investors for the benefit of all low and moderate-income San Francisco residents. In the 2008-09 PHA Plan submission the Authority is proposing to implement site-based waiting lists at the following HOPE VI sites: Bernal Dwellings, Hayes Valley North and South and Plaza East.

Thirdly, the Authority is working towards developing a comprehensive plan to address home ownership needs for low-income residents in the San Francisco area. We will continue to explore other resources to make low-income home ownership a reality for the population it serves.

Fourth, the Authority is dedicated to providing a safe and secure environment for residents in public housing developments. It is our belief that no one, especially those in subsidized housing, should be in peril, physical or emotional. Therefore, the Authority has established working relationships, solidified in numerous Memoranda of Understanding, with contract security companies, local social service agencies, and city agencies, in order to increase the safety and security of all residents in public housing. The Authority has San Francisco Police Department sub-stations at the following family developments: Alice Griffith, Alemany, Hunters View/Hunters Point, Sunnydale and Potrero Terrace/Annex. The following HOPE VI sites have private security patrols: Valencia Gardens, North Beach, Hayes Valley North and South and Plaza East. It will continue to work with local agencies to improve communications and enhance relationships to the betterment of the mutual clients we serve.

Fifth, the Authority is committed to finding new and better ways to encourage and support resident businesses, increased job opportunities, access to quality health care and dependent care, enhanced transportation options, and other social service needs. Through partnerships with local social service and city agencies, the Authority will increase the opportunity for public housing residents to improve their quality of life, in or out of subsidized housing.

Finally, the Authority continues to implement the Community Service and Self-Sufficiency Requirement, section 512 of the Quality Housing and Work Responsibility Act of 1998, as specified (NOTICE PIH 2003-17 HA) by the U.S. Department of Housing and Urban Development.

<u>iii. Annual Plan Table of Contents</u> [24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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		ATE file submission from the PHA Plans file, provide the file name in parentheses in the s of the title.	pace to
uic	ngm	of the fitte.	
Re	anir	ed Attachments:	
	quii	Admissions and Occupancy Policy (ACOP) for De-concentration	
M		FY 2007-2008 Capital Fund Program Annual Statement	
H		Most recent board-approved operating budget (Required Attachment for PI	HAs
ш		that are troubled or at risk of being designated troubled ONLY)	11 10
\boxtimes		Section 8 Administration Plans and Attachments	

Optional Attachments: Attachment II - PHA Management Organizational Chart Attachment V - FY 2008 Capital Fund Program 5-Year Action Plan and Performance and Evaluation Reports for Years 2004, 2005, 2006 and 2007 Capital Fund Program Public Housing Drug Elimination Program (PHDEP) Plan Attachment VI - Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) \boxtimes Other (List below, providing each attachment name) (1) Attachment I – Flat Rent Analysis (2) Attachment II --- Organizational Chart (3) Attachment III – Preventive Maintenance Schedule (4) Attachment IV – Resident Assessment Subsystem Follow-up Activities Plan (5) Attachment V --- Capital Fund Program Information (6) Attachment VI --- Resident Advisory Board Information (7) Attachment VII – PHA Governing Board --- Resident Participation (8) Attachment VIII --- Deconcentration Analysis (9) Attachments IX & X --- Community Service Documents (10) Attachment XI --- Limited English Proficiency Plan (11) Attachment XII --- Statement of Progress in Meeting 5-Year Plan

(12) Attachment XIII --- Violence Against Women Act Statement

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

	List of Supporting Documents Available for Review					
Applicable & On Display	Supporting Document Template & supporting Documents on display at five locations: Administrative Office at 440 Turk Street, Section 8 Office at 1815 Egbert Avenue, PH District Office at 90 Kiska Road, PH District Office at 1010 Webster Street, and PH District Office at 2501 Sutter Street	Applicable Plan Component				
V	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans				
√	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans				
√	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans				

List of Supporting Documents Available for Review					
Applicable & On Display	Supporting Document Template & supporting Documents on display at five locations: Administrative Office at 440 Turk Street, Section 8 Office at 1815 Egbert Avenue, PH District Office at 90 Kiska Road, PH District Office at 1010 Webster Street, and PH District Office at 2501 Sutter Street	Applicable Plan Component			
V	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs			
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;			
V	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies			
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies			
√	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: PHA Plan Template, Attachment VIII Deconcentration Analysis			
√	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination			
√	Schedule of flat rents offered at each public housing development Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination			
√	Section 8 rent determination (payment standard) policies Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination			
1	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance			
√	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures			
V	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures			
√	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs			

List of Supporting Documents Available for Review					
Applicable	Supporting Document	Applicable Plan			
& On Display	Template & supporting Documents on display at five	Component			
On Display	locations: Administrative Office at 440 Turk Street,				
	Section 8 Office at 1815 Egbert Avenue, PH District				
	Office at 90 Kiska Road, PH District Office at 1010				
	Webster Street, and PH District Office at 2501 Sutter				
77/1	Street				
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for				
1	any active CIAP grant Most recent, approved 5 Year Action Plan for the Capital	Annual Dlant Canital Nacda			
√	Fund/Comprehensive Grant Program, if not included as an	Annual Plan: Capital Needs			
	attachment (provided at PHA option)				
1	Approved HOPE VI applications or, if more recent,	Annual Plan: Capital Needs			
V	approved from E v1 applications of, it more recent, approved or submitted HOPE VI Revitalization Plans or any	7 Imidai 1 Ian. Capitai Needs			
	other approved proposal for development of public housing				
21	Approved or submitted applications for demolition and/or	Annual Plan: Demolition			
, V	disposition of public housing	and Disposition			
N/A	Approved or submitted applications for designation of public				
	housing (Designated Housing Plans)				
N/A	Approved or submitted assessments of reasonable				
	revitalization of public housing and approved or submitted				
	conversion plans prepared pursuant to section 202 of the				
,	1996 HUD Appropriations Act				
√	Approved or submitted public housing homeownership	Annual Plan:			
· ,	programs/plans	Homeownership			
	Policies governing any Section 8 Homeownership program	Annual Plan:			
·	check here if included in the Section 8	Homeownership			
,	Administrative Plan	A IN C			
√ √	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community			
1	agency ESS Action Plants for mublic housing and/or Section 9	Service & Self-Sufficiency			
√ √	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency			
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Service & Sen-Sufficiency			
1 \ / <i>F</i> \	resident services grant) grant program reports				
N/A	The most recent Public Housing Drug Elimination Program				
14/74	(PHEDEP) semi-annual performance report for any open				
	grant and most recently submitted PHDEP application				
	(PHDEP Plan)				
√	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit			
V	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.				
	S.C. 1437c(h)), the results of that audit and the PHA's				
	response to any findings				
N/A	Troubled PHAs: MOA/Recovery Plan				

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction							
	by Family Type						
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	66,768	5	5	5	5	5	5
Income >30% but <=50% of AMI	46,178	5	5	5	5	5	5
Income >50% but <80% of AMI	65,323	5	5	5	5	5	5
Elderly	76,156	5	5	5	5	5	5
Families with Disabilities	78,464	5	5	5	5	5	5
Race/Ethnicity Which One?	93,630 Asian	5	5	5	5	5	5
Race/Ethnicity Which One?	34,617 African American	5	5	5	5	5	5
Race/Ethnicity Which One?	153,632 Caucasian	5	5	5	5	5	5

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

Consolidated Plan of the Jurisdiction/s
Indicate year: 2005
U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS")
dataset and 2000 U.S. Census Data
American Housing Survey data
Indicate year:
Other housing market study
Indicate year:
Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) ☐ If used, identify which development/subjurisdiction:			
,	# of families	% of total families	Annual Turnover
Waiting list total	21,773		600
Extremely low income <=30% AMI	461	2.11%	
Very low income (>30% but <=50% AMI)	21,258	97.63%	
Low income (>50% but <80% AMI)	54	0.24%	
Families with children	3406	15.64%	
Elderly families	8632	39.64%	
Families with Disabilities	2584	11.86%	
Race/Caucasian	9735	25.94%	
Race/African Amer.	8323	22.18	
Race/Native Amer.	472	1.26%	
Race/Asian/Pacific Islander	18,243	48.61	
Race/Hawaiian	260	1.29%	
Not Declared	270	0.72%	
Total # of People	37,526		
Characteristics by Bedroom Size (Public Housing Only)	РН	PH%	PH (Average)
0BR	12,581	57.8%	36
1BR	5,678	26.1%	37

Н	lousing Needs of Fam	illies on the Waiting L	ist
2 BR	1467	6.7%	145
3 BR	1316	6.0%	61
4 BR	558	2.6%	12
5 BR	138	1.0%	4
5+ BR	34	0.2%	
Is the waiting list clos	sed (select one)?	No L Yes	
If yes:			
_	it been closed (# of me		
		ist in the PHA Plan yea	
		ories of families onto th	e waiting list, even if
generally close	ed? No Yes		
H	lousing Needs of Fam	nilies on the Waiting L	ist
Public Housing Combined Sect Public Housing	t-based assistance sion 8 and Public Hous	isdictional waiting list ((optional)
,	# of families	% of total families	Annual Turnover
Waiting list total	14,827		
Extremely low	13,147	88.7%	
income <=30%			
AMI			
Very low income	1,569	10.6%	
(>30% but <=50%			
AMI)			
Low income	111	1.0%	
(>50% but <80%			
AMI)			
Families with	4,673	35.8%	
children			
Elderly families	4666	35.8%	
Families with	3708	28.4%	
Disabilities			
Race/ethnicity	2390	16.12%	
Caucasian			
Race/ethnicity	4599	31.02%	
African American			
Race/ethnicity	183	1.23%	
Nastive American			
Race/ethnicity	6162	41.55%	
Asian/Pacific			
	I		

Islander

Housing Needs of Families on the Waiting List			
Race/ethnicity	1354	9.13%	
Hispanic			
Race/ethnicity	131	.88%	
Hawaiian	11	070/	
Race/ethnicity N/A	11	.07%	
Characteristics by			
Bedroom Size			
(Public Housing			
Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
_	losed (select one)? \square	No 🛚 Yes	
If yes:			
_	ns it been closed (# of m		
	A expect to reopen the		
generally clo	A permit specific category	ories of families onto t	ne waiting list, even if
generally cic	iseu! I NO Z Tes		
C. Strategy for Addressing Needs Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy. (1) Strategies Need: Shortage of affordable housing for all eligible populations			
Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by: Select all that apply			
Employ effective maintenance and management policies to minimize the number of public housing units off-line			
	over time for vacated pu	ablic housing units	
	to renovate public house	_	
Seek replace	ment of public housing	_	cory through mixed
finance deve			
	ement of public housing	units lost to the invent	cory through Section 8
*	housing resources	<u>.</u>	
	increase Section 8 lease ble families to rent thro	=	

	Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program Participate in the Consolidated Plan development process to ensure coordination with broader community strategies Other (list below) (1) Use Section 8 Project –Based Voucher Program in conjunction with HOPE VI revitalization efforts to increase supply of housing units. (2) In partnership with public/private entities, provide infill-housing opportunities utilizing available and underutilized SFHA land.	
	gy 2: Increase the number of affordable housing units by:	
Select a	Apply for additional Section 8 units should they become available Leverage affordable housing resources in the community through the creation of mixed - finance housing Pursue housing resources other than public housing or Section 8 tenant-based assistance. Other: (list below) (1) Use Section 8 Project –Based Voucher Program in conjunction with revitalization efforts to increase supply of housing units. (2) Utilize to the fullest extent possible the Section 8 Project-Based Voucher Program.	
Need:	Specific Family Types: Families at or below 30% of median	
	gy 1: Target available assistance to families at or below 30 % of AMI ll that apply	
	Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance Employ admissions preferences aimed at families with economic hardships Adopt rent policies to support and encourage work Other: (list below)	
Need:	Specific Family Types: Families at or below 50% of median	
Strategy 1: Target available assistance to families at or below 50% of AMI Select all that apply		
\boxtimes	Employ admissions preferences aimed at families who are working Adopt rent policies to support and encourage work Other: (list below)	

Need: Specific Family Types: The Elderly

Apply for special purpose vouchers and programs targeted to elderly people should they become available. Also, create partnerships with local development teams to create infill senior housing at specific SFHA sites.

	gy 1: Target available assistance to the elderly:
	Seek designation of public housing for the elderly Apply for special-purpose vouchers targeted to the elderly, should they become available Other: (list below)
Need:	Specific Family Types: Families with Disabilities
	gy 1: Target available assistance to Families with Disabilities: Il that apply
	Seek designation of public housing for families with disabilities Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing Apply for special-purpose vouchers targeted to families with disabilities, should they become available Affirmatively market to local non-profit agencies that assist families with disabilities Other: (list below)
Need: needs	Specific Family Types: Races or ethnicities with disproportionate housing
	gy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs: applicable
	Affirmatively market to races/ethnicities shown to have disproportionate housing needs Other: (list below)
	gy 2: Conduct activities to affirmatively further fair housing
	Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units Market the section 8 program to owners outside of areas of poverty /minority concentrations Other: (list below) To continue finding opportunities for building new public and
<u> </u>	affordable housing to meet the 55,163 families on the public housing and Section 8 waiting lists

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

\boxtimes	Funding constraints
\boxtimes	Staffing constraints
\boxtimes	Limited availability of sites for assisted housing
\boxtimes	Extent to which particular housing needs are met by other organizations in the
	community
\boxtimes	Evidence of housing needs as demonstrated in the Consolidated Plan and other
	information available to the PHA
\boxtimes	Influence of the housing market on PHA programs
\boxtimes	Community priorities regarding housing assistance
\boxtimes	Results of consultation with local or state government
\boxtimes	Results of consultation with residents and the Resident Advisory Board
\boxtimes	Results of consultation with advocacy groups
	Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources:		
Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	\$33,249,422	
b) Public Housing Capital Fund	\$13,661,652	
c) Annual Contributions for Section	\$111,404,438	
8 Tenant Based Assistance		
d) Resident Opportunity and Self-	\$0	
Sufficiency Grants		
e) CDBG, MOCD & MOH	\$50,000	
f) HOME	\$0	
Other Federal Grants (list below)		
CFP- Replacement Housing Factor	\$461,179	
2. Prior Year Federal Grants		
(unobligated funds only) (list		
below)		
2005 CFP (As of 3/31/2008)	\$1, 695, 175	Modernization Activity

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2006 CFP (As of 3/31/2008)	\$4,990,774	Modernization Activity
2006 CFP-RHF (As of 3/31/2008)	\$230,070	Modernization Activity
2007 CFP (As of 3/31/2008)	\$8,387,555	Modernization Activity
2007 CFP-RHF (As of 3/31/2008)	\$452,443	Modernization Activity
3. Public Housing Dwelling Rental	·	
Income		
FY 2008 Estimated Annual Rent Roll	\$16,421,765	Public Housing
		Management &
		Maintenance
		Operations
4. Other income (list below)		
Mod Rehab	\$8,748,894	Section 8 Tenant
		Based Assistance
New Construction	\$0	Section 8 Tenant
		Based Assistance
Substantial Rehab	\$0	Section 8 Tenant
		Based Assistance
Pension Fund	\$811,288	Section 8 Tenant
		Based Assistance
Shelter Plus Care (Contract with	\$5,620,069	Section 8 Tenant
Human Services Agency)		Based Assistance
HOPWA	\$3,138,200	Section 8 Tenant
		Based Assistance
5. Non-federal sources (list below)		
HOPE SF (2007)	\$2,000,000	Modernization Activity
HOPE SF (2008)	\$2,000,000	Modernization Activity
Sources		
Total resources	\$52,801,058	

3. PHA Policies Governing Eligibility, Selection, and Admissions [24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (200) When families are within a certain time of being offered a unit: (state time) Other: At time of Interview: the number and time of families invited for interview depends on the number of vacant units available and bedroom size
 b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)? Criminal or Drug-related activity Rental history Housekeeping Other (describe)
c. \(\subseteq \text{ Yes} \) No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? d. \(\subseteq \text{ Yes} \) No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? e. \(\subseteq \text{ Yes} \) No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
(2)Waiting List Organization
 a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply) Community-wide list Sub-jurisdictional lists Site-based waiting lists Other (describe)
 b. Where may interested persons apply for admission to public housing? PHA main administrative office PHA development site management office Other (list below)
c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment
1. How many site-based waiting lists will the PHA operate in the coming year? 3
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? If yes, how many lists? 3
3. Yes No: May families be on more than one list simultaneously If yes, how many lists?

 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? ☐ PHA main administrative office ☐ All PHA development management offices ☐ Management offices at developments with site-based waiting lists ☐ At the development to which they would like to apply ☐ Other (list below)
(3) Assignment
 a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one) One Two Three or More
b. X Yes No: Is this policy consistent across all waiting list types?
c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:
(4) Admissions Preferences
 a. Income targeting: ✓ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
b. Transfer policies: In what circumstances will transfers take precedence over new admissions? (list below) Emergencies Overhoused Underhoused Medical justification Administrative reasons determined by the PHA (e.g., to permit modernization work) Resident choice: (state circumstances below) Other: (list below)
c. Preferences 1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

2.	Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)
Fo	Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) Victims of domestic violence Substandard housing Homelessness High rent burden (rent is > 50 percent of income)
	programs Victims of reprisals or hate crimes
th pr th	Other preference(s) (list below) If the PHA will employ admissions preferences, please prioritize by placing a "1" in e space that represents your first priority, a "2" in the box representing your second iority, and so on. If you give equal weight to one or more of these choices (either rough an absolute hierarchy or through a point system), place the same number next to ch. That means you can use "1" more than once, "2" more than once, etc.
Fo 1	Date and Time ormer Federal preferences: Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) Victims of domestic violence Substandard housing Homelessness High rent burden
0	ther preferences (select all that apply) Working families and those unable to work because of age or disability Veterans and veterans' families Residents who live and/or work in the jurisdiction Those enrolled currently in educational, training, or upward mobility programs Households that contribute to meeting income goals (broad range of incomes) Households that contribute to meeting income requirements (targeting) Those previously enrolled in educational, training, or upward mobility programs

	Victims of reprisals or hate crimes Other preference(s) (list below)
4. Red □ □ □	lationship of preferences to income targeting requirements: The PHA applies preferences within income tiers Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements
<u>(5) Oc</u>	ecupancy
	at reference materials can applicants and residents use to obtain information about rules of occupancy of public housing (select all that apply) The PHA-resident lease The PHA's Admissions and (Continued) Occupancy policy PHA briefing seminars or written materials Other source (list)
	w often must residents notify the PHA of changes in family composition? (select apply) At an annual reexamination and lease renewal Any time family composition changes At family request for revision Other (list)
(6) De	econcentration and Income Mixing
a. 🗌	Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
b. 🗌	Yes No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
c. If th	ne answer to b was yes, what changes were adopted? (select all that apply) Adoption of site-based waiting lists If selected, list targeted developments below:
	Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments. If selected, list targeted developments below:

Employing new admission preferences at targeted developments If selected, list targeted developments below:
Other (list policies and developments targeted below)
d. Yes No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
e. If the answer to d was yes, how would you describe these changes? (select all that apply)
Additional affirmative marketing Actions to improve the marketability of certain developments Adoption or adjustment of ceiling rents for certain developments Adoption of rent incentives to encourage deconcentration of poverty and incomemixing Other (list below)
f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply) Not applicable: results of analysis did not indicate a need for such efforts List (any applicable) developments below:
g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply) Not applicable: results of analysis did not indicate a need for such efforts List (any applicable) developments below:
B. Section 8
Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).
(1) Eligibility
 a. What is the extent of screening conducted by the PHA? (select all that apply) Criminal or drug-related activity only to the extent required by law or regulation Criminal and drug-related activity, more extensively than required by law or regulation More general screening than criminal and drug-related activity (list factors below) Other (list below)
b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
 e. Indicate what kinds of information you share with prospective landlords? (select all that apply) Criminal or drug-related activity Other (describe below) Lease violation issues, along with housekeeping habits, as reflected in the participant's file. Note: this information is shared only when requested by landlord.
(2) Waiting List Organization
 a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply) None Federal public housing Federal moderate rehabilitation Federal project-based certificate program Other federal or local program (list below)
 b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply) PHA main administrative office Other (list below) Section 8 Administrative Offices at 1815 Egbert Street. However, the Section 8 Wait List is currently closed
(3) Search Time
a. X Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?
If yes, state circumstances below: The SFHA may, at its discretion, grant an additional 90-day extension up to a cumulative maximum of 180 days.
(4) Admissions Preferences
a. Income targeting
Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences 1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)
Former Federal preferences ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) ☐ Victims of domestic violence ☐ Substandard housing ☐ Homelessness ☐ High rent burden (rent is > 50 percent of income)
Other preferences (select all that apply) Working families and those unable to work because of age or disability Veterans and veterans' families Residents who live and/or work in your jurisdiction Those enrolled currently in educational, training, or upward mobility programs Households that contribute to meeting income goals (broad range of incomes) Households that contribute to meeting income requirements (targeting) Those previously enrolled in educational, training, or upward mobility programs Victims of reprisals or hate crimes Other preference(s) (list below) Participants of welfare-to-work type programs PBV Final Rule in-place PBV applicants
3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.
Date and Time
Former Federal preferences Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) Victims of domestic violence Substandard housing Homelessness High rent burden
Other preferences (select all that apply) Working families and those unable to work because of age or disability

2 2 1 3 3 1 1	Veterans and veterans' families Residents who live and/or work in your jurisdiction Those enrolled currently in educational, training, or upward mobility programs Households that contribute to meeting income goals (broad range of incomes) Households that contribute to meeting income requirements (targeting) Those previously enrolled in educational, training, or upward mobility programs Victims of reprisals or hate crimes Other preference(s) (list below) Participants of welfare-to-work type programs PBV Final Rule in-place PBV applicants
	nong applicants on the waiting list with equal preference status, how are oplicants selected? (select one) Date and time of application Drawing (lottery) or other random choice technique
	the PHA plans to employ preferences for "residents who live and/or work in the isdiction" (select one) This preference has previously been reviewed and approved by HUD The PHA requests approval for this preference through this PHA Plan
6. Re	Plationship of preferences to income targeting requirements: (select one) The PHA applies preferences within income tiers Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements
<u>(5)</u> S	Special Purpose Section 8 Assistance Programs
sel	which documents or other reference materials are the policies governing eligibility, ection, and admissions to any special-purpose section 8 program administered by PHA contained? (select all that apply) The Section 8 Administrative Plan Briefing sessions and written materials Other (list below) Family Handbooks
	ow does the PHA announce the availability of any special-purpose section 8 rograms to the public? Through published notices Other (list below) Targeted notices to community supportive services organizations

4. PHA Rent Determination Policies

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use	of discretionary policies: (select one)		
	The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the highest of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))		
or			
	The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)		
b. Min	imum Rent		
	t amount best reflects the PHA's minimum rent? (select one) \$0 \$1-\$25 \$26-\$50		
2. 🛛 Y	Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?		
3. If yes	s to question 2, list these policies below:		
	A hardship exists in the following circumstances:		
	a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;		
	b. When the family would be evicted as a result of the imposition of the minimum rent requirement;		
	c. When the income of the family has decreased because of changed circumstances, including loss of employment;		
	d. When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;		

or

e. When a death has occurred in the family.
c. Rents set at less than 30% than adjusted income
1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances—under which these will be used below: Flat Rents are a tenants option. See Attachment I – Flat Rent Analysis.
 d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) For the earned income of a previously unemployed household member For increases in earned income Fixed amount (other than general rent-setting policy) If yes, state amount/s and circumstances below:
Fixed percentage (other than general rent-setting policy) If yes, state percentage/s and circumstances below:
For household heads For other family members For transportation expenses For the non-reimbursed medical expenses of non-disabled or non-elderly families Other (describe below)
e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
Yes for all developments Yes but only for some developments No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
For all developments For all general occupancy developments (not elderly or disabled or elderly only) For specified general occupancy developments For certain parts of developments; e.g., the high-rise portion For certain size units; e.g., larger bedroom sizes Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select al that apply)

Market comparability study Fair market rents (FMR) 95 th percentile rents 75 percent of operating costs 100 percent of operating costs for general occupancy (family) developments Operating costs plus debt service The "rental value" of the unit
Other (list below)
f. Rent re-determinations:
 Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply) Never At family option Any time the family experiences an income increase Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) Other (list below) At the content of t
At any time there is a decrease in income.
g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?
(2) Flat Rents
 In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.) The section 8 rent reasonableness study of comparable housing Survey of rents listed in local newspaper Survey of similar unassisted units in the neighborhood Other (list/describe below) Rent reasonableness study of comparable housing, conducted by an independent contractor, in addition to the Section 8 study
B. Section 8 Tenant-Based Assistance Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).
(1) Payment Standards
Describe the voucher payment standards and policies.
 a. What is the PHA's payment standard? (select the category that best describes your standard) At or above 90% but below100% of FMR

	100% of FMR
\boxtimes	Above 100% but at or below 110% of FMR
	Above 110% of FMR (if HUD approved; describe circumstances below)
	he payment standard is lower than FMR, why has the PHA selected this standard? lect all that apply) FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area The PHA has chosen to serve additional families by lowering the payment standard Reflects market or sub market Other (list below)
c. If the	he payment standard is higher than FMR, why has the PHA chosen this level?
	lect all that apply)
\boxtimes	FMRs are not adequate to ensure success among assisted families in the PHA's
\square	segment of the FMR area Reflects market or sub market
	To increase housing options for families
	Other (list below)
d. Ho	w often are payment standards reevaluated for adequacy? (select one)
	Annually Other (list below)
	Will be reviewed less than annually, if market conditions indicate changes in
	market rents.

	nat factors will the PHA consider in its assessment of the adequacy of its payment
star	ndard? (select all that apply) Success rates of assisted families
	Rent burdens of assisted families
	Other: (list below) Market rent in community, FMR comparison to market rent
(2) Mi	inimum Rent
a. Wh	nat amount best reflects the PHA's minimum rent? (select one)
	\$0
\boxtimes	\$1-\$25
	\$26-\$50
b. 🖂	Yes No: Has the PHA adopted any discretionary minimum rent hardship
	exemption policies? (if yes, list below)
	A hardship exists in the following circumstances:
	a. When the family has lost eligibility for or is awaiting an eligibility
	determination for a Federal, State or local assistance program;

- b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
- c. When the income of the family has decreased because of changed circumstances, including loss of employment;
- d. When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;
- e. When a death has occurred in the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure
Describe the PHA's management structure and organization.
(select one)
An organization chart showing the PHA's management structure and organization
is attached. See Attachment II – Organizational Chart.
A brief description of the management structure and organization of the PHA
follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families	Expected
	Served at Year	Turnover
	Beginning	
Public Housing	6262	600
Section 8 Vouchers	7710	300
Section 8 Certificates	0	
Section 8 Mod Rehab	1161	
Special Purpose Section		
8 Certificates/Vouchers		
(list individually)		
Homeless/Robert Wood Johnson	130	
Aftercare Program	195	
Earthquake Victims	291	
Geneva Towers Relo.	321	
Mainstream Program	75	

• 1915 (C) Program	54	
Veterans Affairs Supportive Housing (VASH)	54	
HOPE VI Relocation/Replacement	31	
Conventional Public Housing Priority Transfers	412	
Preservation Vouchers	28	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
AFL-CIO Pension Fund	102	
HOPWA	280	
Shelter Plus Care	400	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

The San Francisco Housing Authority Preventive Maintenance Program Plan can be found in Attachment III - Preventive Maintenance Schedule. Also Attachment IV, Resident Assessment Subsystem (RASS) includes the follow-up activities. The Section 8 Administrative Plan for the Section 8 Voucher Program is attached.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing
1. Yes No: Has the PHA established any written grievance procedures in addition
to federal requirements found at 24 CFR Part 966, Subpart B, for
residents of public housing?

If yes, list additions to federal requirements below:

the l	ch PHA office should residents or applicants to public housing contact to initiate PHA grievance process? (select all that apply) PHA main administrative office PHA development management offices Other (list below)
	tion 8 Tenant-Based Assistance Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?
]	If yes, list additions to federal requirements below:
info	ch PHA office should applicants or assisted families contact to initiate the rmal review and informal hearing processes? (select all that apply) PHA main administrative office Other (list below) San Francisco Housing Authority Section 8 Housing Department 1815 Egbert Avenue San Francisco, CA 94124
	pital Improvement Needs Part 903.7 9 (g)]
Exemptio	ons from Component 7: Section 8 only PHAs are not required to complete this component and to Component 8.
A. Cap	oital Fund Activities
Exemptio	ons from sub-component 7A: PHAs that will not participate in the Capital Fund Program may omponent 7B. All other PHAs must complete 7A as instructed.
(1) Cap	pital Fund Program Annual Statement
Using paractivities its public tables pro	rts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital the PHA is proposing for the upcoming year to ensure long-term physical and social viability of housing developments. This statement can be completed by using the CFP Annual Statement ovided in the table library at the end of the PHA Plan template OR , at the PHA's option, by and attaching a properly updated HUD-52837.
	one: The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (Attachment V)
	The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan
Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.
a. X Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
 b. If yes to question a, select one: The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (Attachment V) -or-
The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)
B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)
Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.
Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b-1) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
 Development name: Hayes Valley North and Hayes Valley South Development (project) number: CAL 1-44 and 1-45 Status of grant: (select the statement that best describes the current status) Revitalization Plan under development Revitalization Plan submitted, pending approval Revitalization Plan approved Activities pursuant to an approved Revitalization Plan Completed and Occupied since 1998 (North) Completed and Occupied since 1999 (South)
b-2) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
 Development name: Bernal Dwellings Development (project) number: CAL 1-46 Status of grant: (select the statement that best describes the current status)

☐ Revita☐ Revita☐ Revita☐ Activi	dization Plan under development dization Plan submitted, pending approval dization Plan approved ties pursuant to an approved Revitalization Plan eleted and Occupied since 2001
b-3) Status of He questions for	OPE VI revitalization grant (complete one set of each grant)
3. Status of grant: (se status) Revita Revita Revita Activi	e: Plaza East ect) number: CAL 1-47 lect the statement that best describes the current dization Plan under development dization Plan submitted, pending approval dization Plan approved ties pursuant to an approved Revitalization Plan eleted and Occupied since 2003
b-4) Status of Ho questions for	OPE VI revitalization grant (complete one set of each grant)
2. Development (proj 3. Status of grant: (se status) Revita Revita Revita Activi	e: North Beach Place lect) number: CAL 1-48 lect the statement that best describes the current dization Plan under development dization Plan submitted, pending approval dization Plan approved ties pursuant to an approved Revitalization Plan bleted and Occupied since 2005
b-5) Status of Hoquestions for	OPE VI revitalization grant (complete one set of each grant)
2. Development (proj 3. Status of grant: (se status) Revita Revita Revita Activi	e: Valencia Gardens ect) number: CAL 1-49 lect the statement that best describes the current dization Plan under development dization Plan submitted, pending approval dization Plan approved ties pursuant to an approved Revitalization Plan way Completed and Occupied Since 2006
Yes No: c) Does the PHA the Plan year?	plan to apply for a HOPE VI Revitalization grant in

If yes, list development name/s below: Hunters View, and/or, Potrero Terrace and Annex, Sunnydale, Westside Courts, Westbrook, Hunters Point and Alice Griffith Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below: **Hunters View, Alice** Griffith, Potrero Terrace, Potrero Annex, Sunnydale, Velasco, Westside Courts, Westbrook, Hunters Point, Westside Courts, Rosa Parks Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below: **Hunters View, Alice** Griffith, Potrero Terrace, Potrero Annex, Westbrook, Alemany, Hunters Point (all sites), Sunnydale, Velasco, Westside Courts and Rosa Parks

HOPE VI ACTIVITIES

In December 2006, the Authority completed Valencia Gardens, the fifth of five HOPE VI revitalization sites. At Valencia Gardens and the other completed HOPE VI sites, the Authority reclaimed blighted and obsolete sites within existing vibrant neighborhoods. The sites were reconfigured and comprehensively revitalized with new apartments for the public housing residents, while introducing additional affordable housing for working families.

OTHER PROPOSED REVITALIZATION ACTIVITIES

The Authority's 2007 Comprehensive Physical Needs Assessment identified a backlog of immediate physical needs totaling over \$269 million and an annual accrual of new capital needs of \$26 million. Developments recently developed or currently funded for a complete revitalization were omitted from this review.

With a Capital Fund Program (CFP) allocation of approximately \$13 M each year, the Authority will never be able to fully address these needs through this program alone. In addition, the extent of the physical problems, the inappropriateness of existing site plans, and obsolescence of building designs at many Authority developments would make extensive repairs at these communities an ineffective long-term strategy.

Nevertheless, the Authority has always been committed to preserving or every deteriorated low-income unit it manages, either through rehabilitation or replacement. The Authority established an agency goal of pursuing every opportunity to demolish and rebuild obsolete and deteriorated public housing units in San Francisco. The serious shortage of affordable housing opportunities within the City mandates that the number of very low-income units not be reduced (as established in the City and County of San Francisco Consolidated Plan). Consequently, in July 2003, and later in 2007, as part of the Mayor's HOPE F Task Force Program (see below), Authority staff released Request for Qualifications (RFQ) to identify development partners interested in improving these

properties with non-Authority funds. Since then, our PHA Plan has delineated the strategies to achieve these goals.

The HOPE SF task force was charged with the development of recommendations on two fronts: The vision and principles that should drive the initiative and the menu of strategies for funding.

HOPE SF Task Force Vision

Their vision was to "Rebuild our most distressed public housing sites, while increasing affordable housing and ownership opportunities, and improving the quality of life for existing residents and the surrounding communities"

HOPE SF Task Force Principles

- 1. Ensure No Loss of Public Housing:
- 2. Create an Economically Integrated Community:
- 3. Maximize the Creation of New Affordable Housing:
- 4. Involve Residents in the Highest Levels of Participation in Entire Project:
- 5. Provide Economic Opportunities Through the Rebuilding Process:
- 6. Integrate Process with Neighborhood Improvement Plans:
- 7. Create Environmentally Sustainable and Accessible Communities:
- 8. Build a Strong Sense of Community:

HOPE SF Task Force Strategies for Funding

The Authority, the San Francisco Mayor's Office of Housing and the San Francisco Redevelopment Agency have analyzed this rebuilding opportunity to determine the financial feasibility of the approach outlined by the Task Force. Below are the assumptions and resulting cost projects and financing gaps.

Key Financial Assumptions:

- All of the public housing would be rebuilt on-site;
- Rebuilding would occur in phases so that relocation could occur on-site;
- Market-rate housing would cross-subsidize the rebuilding of the public housing;
- The developments would be rebuilt to 40 units per acre or more depending on the density of the surrounding neighborhood; and
- The final mix of housing on the sites would be approximately 40% public housing, 40% market-rate and 20% affordable rental and ownership housing

HOPE SF Key Next Steps

These are the next steps to be undertaken to move this plan forward and address the most blighted and obsolescent sites:

1. Expand the outreach and education process with public housing residents and other stakeholders.

- 2. Seek \$100 to \$200 million in new local funding for an aggressive first phase of HOPE SF.
- 3. Secure funding for services, outreach, job training and school improvement independently of individual project financing.

The Authority is now implementing some of these strategies with developer partners, City agencies, residents, and community groups. Site-specific community advisory teams composed of residents and the surrounding communities are being engaged in the predevelopment process with already selected and engaged development teams. This process is already underway with Hunters View and Rosa Parks.

Strategy #1 Aggressively pursue redevelopment opportunities with disposition, demolition and reconstruction. Based on obsolescence and capital improvements needs Hunters View, Potrero Terrace, Potrero Annex, Sunnydale, Velasco, Westside Courts, Westbrook, Hunters Point and Alice Griffith are the most distressed communities that could benefit from this transformation. The prioritization and revitalization of these communities is a priority through San Francisco Redevelopment Agency's plans, the City's Consolidated Plan, the Housing Element, the Consolidated Plan, and the Mayor's HOPE SF Task Force.

Strategy #2 Make use of underutilized portions of sites for infill housing and to leverage financing to meet immediate SFHA needs through disposition at Rosa Parks, Alemany, JFK Towers, 1750 McAllister and Woodside Gardens.

Strategy #3 Disposition of 75-77 Coleridge, 101-103 Lundy's Lane, 275 Thrift and 200 Randolph to generate funds for immediate SFHA needs.

Preliminary Financing

(1) Alemany, CAL 1-16, 158 public housing units

Infill and/ or demolish and rebuild the site with approximately 256 mixed-income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of Funds	\$20,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$34,686,000
•	Local and Homeownership Proceeds	\$38,294,000
•	Other	\$2,000,000
TOTAL		\$95,000,000

(2) Rosa Parks CAL 1-18(5), 198 public (senior) housing units

The San Francisco Redevelopment Agency (SFRA) recently increased the density of the Western Addition Redevelopment Plan where the 198 unit Rosa Parks senior housing development (CAL 1-18(5)) is located. The Authority, with its development partner, plans to build up to 100 new apartments on a vacant portion of the site. All units are proposed to be for senior and physically and developmentally disabled residents on the Authority's waiting list.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal sources of funds	\$13,000,000
•	PHA	\$20,000
•	Tax Exempt Bonds-construction loan only	(\$18,000,000)
•	Low Income Housing Tax Credits	\$9,580,000
•	Private Mortgage	\$400,000
•	Local and Other sources	\$9,000,000

TOTAL \$32,000,000

(3) Hunters View CAL 1-18(3), 267 public housing units

The San Francisco Redevelopment Agency (SFRA) recently increased the density of the Bayview Hunters Point Redevelopment Plan where the 267 unit Hunters View family development is located. The Authority, with its development partner, plans to demolish and rebuild approximately 850 mixed-income units at this very low-density site, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Local for Affordable	\$24,000,000
•	Federal and/or Local for PHA	\$72,000,000
•	Tax Credit Equity	\$134,000,000
•	State HCD Funds	\$30,000,000
•	Local and Homeownership Proceeds	\$154,000,000
•	AHP	\$3,000,000
•	GP Capital	\$300

TOTAL \$417,000,300

(4) Alice Griffith CAL 1-18(4), 256 public housing units

Demolish and rebuild the site with approximately 765 mixed income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources Amount for Affordable Housing Units

•	Proposed Federal and State sources of funds	\$20,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$136, 290,000
•	Grants/Sweat Equity (Habitat Home)	\$4,000,000
•	Local and Homeownership Proceeds	\$158,890,000
•	Other	\$3,000,000

• TOTAL \$322,200,000

(5) Hunters Point CAL 1-17(A and B), 213 public housing units

Demolish and rebuild the sites with approximately 350 mixed-income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of funds	\$20,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$62,815,500
•	Grants/Sweat Equity (Habitat Home)	\$3,200,000
•	Local and Homeownership Proceeds	\$60,264,500
•	Other	\$2,000,000
TOTAL \$148,300,00		\$148,300,000

(6) Westbrook CAL 1-9, 226 public housing units

Demolish and rebuild the site with approximately 400 mixed-income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of funds	\$20,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$71,571,600
•	Grants/Sweat Equity (Habitat Home)	\$3,000,000
•	Local and Homeownership Proceeds	\$60,264,500
•	Other	\$2,000,000

TOTAL \$148,300,000

(7) Sunnydale, CAL 1-3, 767 public housing units, plus

(8) Velasco, CAL 1-18(7), 18 public senior housing units

Demolish and rebuild the site with approximately 1,900 mixed income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of funds	\$70,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$361,665,000
•	Grants/Sweat Equity (Habitat Home)	\$6,000,000
•	Local and Homeownership Proceeds	\$411,315,000
•	Other	\$6,000,000
TOTAL \$855,000,0		\$855,000,000

(9) Potrero Terrace, CAL 1-2 1-10, 469 public housing units

Demolish and rebuild the site with approximately 690 mixed income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of funds	\$60,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$131,341,500
•	Grants/Sweat Equity (Habitat Home)	\$6,000,000
•	Local and Homeownership Proceeds	\$107,138,500
•	Other	\$6,000,000

TOTAL \$310,500,000

(10) Potrero Annex, CAL 1-10, 159 public housing units

Demolish and rebuild the site with approximately 300 mixed income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of funds	\$20,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$57,105,000
•	Grants/Sweat Equity (Habitat Home)	\$2,000,000
•	Local and Homeownership Proceeds	\$53,875,000
•	Other	\$2,000,000
TOTAL \$135,000,00		\$135,000,000

(11) Westside Courts, CAL 1-8, 136 public housing units

Demolish and rebuild the site with approximately 220 mixed-income units, including one for one replacement of public housing apartments, and adding affordable rentals, homes for first time homebuyers and/ or market rate apartments and/ or homeownership.

Preliminary Funding Sources for Affordable Housing Units

•	Proposed Federal and State Sources of Funds	\$20,000,000
•	PHA	\$20,000
•	Low Income Housing Tax Credits	\$34,686,000
•	Local and Homeownership Proceeds	\$25,294,000
•	Other	\$2,000,000
TOTAL \$82,000,0		\$82,000,000

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No:	Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each	
	development.)	
2. Activity Description	on	
☐ Yes ⊠ No:	Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)	
	Demolition/Disposition Activity Description	
1a. Development na	me: Rosa Parks	
1b. Development (p	project) number: CAL 1-18 (5)	
2. Activity type: Do Disp	emolition osition (Portion of site)	
3. Application statu		
Approved [
	pending approval	
Planned app		
	approved, submitted, or planned for submission: May 2008	
5. Number of units		
6. Coverage of acti		
	elopment (portion of site)	
7. Timeline for acti		
	projected start date of activity: May 2008	
	end date of activity: September 2011	
o. Trojected	end date of defivity. September 2011	
	Demolition/Disposition Activity Description	
1a. Development na		
1b. Development (p	project) number: CAL 1-18 (3)	
2. Activity type: De	emolition 🔀	
	osition 🔀	
3. Application statu	s (select one)	
	Approved	
Submitted, pending approval		
Planned application		
	approved, submitted, or planned for submission: August 2008	
5. Number of units		
6. Coverage of acti Part of the devel		
Total developme		
7. Timeline for acti		
	projected start date of activity: June 2005	
	end date of activity: December 2015	

Demolition/Disposition Activity Description			
1a. Development name: Alice Griffith			
1b. Development (project) number: CAL 1-18 (4)			
2. Activity type: Demolition			
Disposition 🗵			
3. Application status (select one)			
3A. Vacant Land – Portion of site			
3B. <u>Built Site</u> - Planned Demolition Disposition Application			
4. Date application approved, submitted, or planned for submission:			
4A. <u>Vacant Land</u> – Disposition Application approved March 2, 2005 4B. <u>Built Site</u> – Demo/ Dispo Application to be approved by September 2008			
5. Number of units affected: 256			
6. Coverage of action (select one)			
A. Vacant Land			
Solution State -			
7. Timeline for activity:			
7A. Vacant Land, Disposition Application approved March 2, 2005. Amendment to			
submitted April 2008			
7B. Built Site			
a. Actual or projected start date of activity: March 2009			
b. Projected end date of activity: December 2015			
Demolition/Disposition Activity Description			
1a. Development name: Hunters Point			
1b. Development (project) number: CAL 1-17 (A)(West); CAL 1-17 B (East)			
2. Activity type: Demolition \(\sum \)			
Disposition 🖂			
3. Application status (select one)			
Approved			
Submitted, pending approval			
Planned application			
4. Date application approved, submitted, or planned for submission: September 2008			
5. Number of units affected: 213			
6. Coverage of action (select one)			
Part of the development			
Total development			
7. Timeline for activity:			
a. Actual or projected start date of activity: September 2009			
b. Projected end date of activity: December 2015			
Demolition/Disposition Activity Description			
1a. Development name: Westbrook			
1b. Development (project) number: CAL 1-9			
2. Activity type: Demolition 🖂			
Disposition 🖂			
3. Application status (select one)			
Approved			
Submitted, pending approval			

Planned application 🖂
4. Date application approved, submitted, or planned for submission: September 2009
5. Number of units affected: 225
6. Coverage of action (select one)
Part of the development
Total development
7. Timeline for activity:
a. Actual or projected start date of activity: December 2009
b. Projected end date of activity: December 2015
Demolition/Disposition Activity Description
1a. Development name: Sunnydale
1b. Development (project) number: CAL 1-3
2. Activity type: Demolition \boxtimes
Disposition 🖂
3. Application status (select one)
Approved
Submitted, pending approval
Planned application
4. Date application approved, submitted, or planned for submission: September 2009
5. Number of units affected: 767
6. Coverage of action (select one)
Part of the development
∑ Total development,
7. Timeline for activity:
a. Actual or projected start date of activity: December 2009
b. Projected end date of activity: December 2016
Demolition/Disposition Activity Description
1a. Development name: Velasco
1b. Development (project) number: CAL 1-18 (7)
2. Activity type: Demolition
Disposition 🖂
3. Application status (select one)
Approved
Submitted, pending approval
Planned application
4. Date application approved, submitted, or planned for submission: September 2009
5. Number of units affected: 18
6. Coverage of action (select one)
Part of the development
Total development
7. Timeline for activity:
a. Actual or projected start date of activity: December 2009
b. Projected end date of activity: December 2015
Demolition/Disposition Activity Description

form **HUD 50075** (03/2006)

1a. Development name: Potrero Terrace
1b. Development (project) number: CAL 1-2
2. Activity type: Demolition
Disposition 🖂
3. Application status (select one)
Approved
Submitted, pending approval
Planned application
4. Date application approved, submitted, or planned for submission: September 2009
5. Number of units affected: 469
6. Coverage of action (select one)
Part of the development
Total development
7. Timeline for activity:
a. Actual or projected start date of activity: December 2009
b. Projected end date of activity: December 2015
Demolition/Disposition Activity Description
1a. Development name: Potrero Annex
1b. Development (project) number: CAL 1-8
2. Activity type: Demolition
Disposition \(\sum_{\text{2.}} \)
3. Application status (select one)
Approved
Submitted, pending approval
Planned application 4. Date application approved, submitted, or planned for submission: September 2009
5. Number of units affected: 159
6. Coverage of action (select one)
Part of the development
Total development
7. Timeline for activity:
a. Actual or projected start date of activity: December 2009
b. Projected end date of activity: December 2013
J ,
Demolition/Disposition Activity Description
1a. Development name: Westside Courts
1b. Development (project) number: CAL 1-8
2. Activity type: Demolition 🖂
Disposition 🖂
3. Application status (select one)
Approved
Submitted, pending approval
Planned application 🖾
4. Date application approved, submitted, or planned for submission: September 2009
5. Number of units affected: 136
6. Coverage of action (select one)
Part of the development

Total development			
7. Timeline for activity:			
a. Actual or projected start date of activity: December 2009			
b. Projected end date of activity: December 2012			
Demolition/Disposition Activity Description			
1a. Development name: 75-77 Coleridge			
1b. Development (project) number: CAL 1-30B			
2. Activity type: Demolition			
Disposition			
3. Application status (select one)			
Approved			
<u> </u>			
Submitted, pending approval Planned application			
4. Date application approved April 18, 2005			
5. Number of units affected: 2			
6. Coverage of action (select one)			
Part of the development			
Total development, Disposition Application approved by SAC on April 18, 2005;			
amendment to be submitted by May 2008 for disposition at fair market value.			
7. Timeline for activity:			
a. Actual or projected start date of activity: September 2008			
b. Projected end date of activity: December 2008			
Demolition/Disposition Activity Description			
Demolition/Disposition Activity Description			
1a. Development name: 101-103 Lundy's Lane			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition ☐ Disposition ☒			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition Disposition S 3. Application status (select one)			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ⊠ 3. Application status (select one) Approved □			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ⊠ 3. Application status (select one) Approved □ Submitted, pending approval □			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ⊠ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ⊠			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☒ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☒ 4. Date application planned for submission: September 2008			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition Disposition S 3. Application status (select one) Approved Submitted, pending approval Planned application S 4. Date application planned for submission: September 2008 5. Number of units affected: 2			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ⊠ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ⊠ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one)			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ⊠ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ⊠ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☒ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☒ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development ☒ Total development			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☑ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☑ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development ☑ Total development ☐ Total development 7. Timeline for activity:			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☒ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☒ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development ☒ Total development ☐ Total development 7. Timeline for activity: a. Actual or projected start date of activity: September 2008			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☑ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☑ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development ☑ Total development ☐ Total development 7. Timeline for activity:			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ⊠ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ⊠ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development □ Total development ▼ Total development 7. Timeline for activity: a. Actual or projected start date of activity: September 2008 b. Projected end date of activity: December 2009			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☑ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☑ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development □ Total development □ Total development 7. Timeline for activity: a. Actual or projected start date of activity: September 2008 b. Projected end date of activity: December 2009			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition ☐			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition □ Disposition ☒ 3. Application status (select one) Approved □ Submitted, pending approval □ Planned application ☒ 4. Date application planned for submission: September 2008 5. Number of units affected: 2 6. Coverage of action (select one) □ Part of the development ☒ Total development ▼ 7. Timeline for activity: a. Actual or projected start date of activity: September 2008 b. Projected end date of activity: December 2009 Demolition/Disposition Activity Description 1a. Development (project) number: CAL 1-33			
1a. Development name: 101-103 Lundy's Lane 1b. Development (project) number: CAL 1-30C 2. Activity type: Demolition ☐			

3. Application status (select one)
Approved
Submitted, pending approval
Planned application 🗵
4. Date application planned for submission: April 2008
5. Number of units affected: 1
6. Coverage of action (select one)
Part of the development
☐ Total development, to be disposed at fair market value
7. Timeline for activity:
a. Actual or projected start date of activity: September 2008
b. Projected end date of activity: December 2008
Demolition/Disposition Activity Description
1a. Development name: 200 Randolph
1b. Development (project) number: CAL 1-34
2. Activity type: Demolition
Disposition 2. Application status (calcut and)
3. Application status (select one)
Approved Submitted, pending approval
Planned application
4. Date application planned for submission: September 2008
5. Number of units affected: 16
6. Coverage of action (select one)
Part of the development
Total development, to be disposed at fair market value
7. Timeline for activity:
a. Actual or projected start date of activity: September 2008
b. Projected end date of activity: December 2008
Demolition/Disposition Activity Description
1a. Development name: 1750 McAllister
1b. Development (project) number: CAL 1-19 (2)
2. Activity type: Demolition
Disposition 🔀
3. Application status (select one)
Approved
Submitted, pending approval
Planned application 🗵
4. Date application planned for submission: June 2008
5. Number of units affected: 0
6. Coverage of action (select one)
Part of the development (Vacant portion of site at parking lot at FMV)
Total development
7. Timeline for activity:
a. Actual or projected start date of activity: September 2008
b. Projected end date of activity: December 2008

Demolition/Disposition Activity Description
1a. Development name: JFK Towers
1b. Development (project) number: CAL 1-18 (1)
2. Activity type: Demolition
Disposition \(\sum_{\text{out}} \)
3. Application status (select one)
Approved Submitted, pending approval
Planned application
4. Date application planned for submission: June 2008
5. Number of units affected: 0
6. Coverage of action (select one)
Part of the development (Vacant portion of site at parking lot for FMV)
Total development
7. Timeline for activity:
a. Actual or projected start date of activity: September 2008
b. Projected end date of activity: December 2008
Demolition/Disposition Activity Description
1a. Development name: Woodside Gardens
1b. Development (project) number: CAL 1-18 (10) 2. Activity type: Demolition
Disposition \(\sum_{\cup} \)
3. Application status (select one)
Approved
Submitted, pending approval
Planned application
4. Date application planned for submission: September 2008
5. Number of units affected: 1
6. Coverage of action (select one)
Part of the development Total development, to be disposed at fair morket valve.
Total development, to be disposed at fair market value
7. Timeline for activity: a. Actual or projected start date of activity: September 2008
b. Projected end date of activity: December 2008
5.116Jected end date of delivity. December 2000
9. Designation of Public Housing for Occupancy by Elderly Families or
Families with Disabilities or Elderly Families and Families with
Disabilities
[24 CFR Part 903.7 9 (i)]
Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.
1. Yes No: Has the PHA designated or applied for approval to designate or
does the PHA plan to apply to designate any public housing for
occupancy only by the elderly families or only by families with
disabilities, or by elderly families and families with disabilities or

will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description ☐ Yes ☑ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.
Designation of Public Housing Activity Description
1a. Development name: 350 Ellis
1b. Development (project) number: CAL # 1-27
2. Designation type:
Occupancy by only the elderly
Occupancy by families with disabilities
Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA's Designation Plan
Submitted, pending approval
Planned application
4. Date this designation approved, submitted, or planned for submission: (01/03/2009)
5. If approved, will this designation constitute a (select one)
New Designation Plan
Revision of a previously-approved Designation Plan?
6. Number of units affected: 96
7. Coverage of action (select one)
Part of the development
Total development
Designation of Public Housing Activity Description
1a. Development name: 666 Ellis
1b. Development (project) number: CAL # 1-28
2. Designation type:
Occupancy by only the elderly
Occupancy by families with disabilities 🖂
Occupancy by only elderly families and families with disabilities
3. Application status (select one)
Approved; included in the PHA's Designation Plan
Submitted, pending approval
Planned application A D to be in the least of the least
4. Date this designation approved, submitted, or planned for submission: (01/03/2009)
5. If approved, will this designation constitute a (select one)

New Designation Plan Revision of a proviously approved Designation Plan?						
Revision of a previously-approved Designation Plan? 6. Number of units affected: 100						
Number of units affected: 100Coverage of action (select one)						
Part of the development						
☐ Part of the development ☐ Total development						
10. Conversion of Public Housing to Tenant-Based Assistance [24 CFR Part 903.7 9 (j)]						
Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.						
A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act						
1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)						
2. Activity Description						
Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.						
Conversion of Public Housing Activity Description						
1a. Development name: 200 Randolph						
1b. Development (project) number: CAL # 1-34						
2. What is the status of the required assessment?						
Assessment underway						
Assessment results submitted to HUD						
Assessment results approved by HUD (if marked, proceed to next						
question) Other (explain below)						
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)						
4. Status of Conversion Plan (select the statement that best describes the current						
status)						
Conversion Plan in development						
Conversion Plan submitted to HUD on: (DD/MM/YYYY)						
Conversion Plan approved by HUD on: (DD/MM/YYYY)						
Activities pursuant to HUD-approved Conversion Plan underway						
5. Description of how requirements of Section 202 are being satisfied by means other						

Units addressed in a pending or approved demolition application (date				
submitted or approved:				
Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)				
Units ad	dressed in a pending or approved HOPE VI Revitalization Plan			
	(date submitted or approved:)			
	ments no longer applicable: vacancy rates are less than 10 percent			
	ments no longer applicable: site now has less than 300 units describe below)			
Onici. (c	iescribe below)			
B. Reserved for Co	onversions pursuant to Section 22 of the U.S. Housing Act of 1937			
C. Reserved for Co	onversions pursuant to Section 33 of the U.S. Housing Act of 1937			
44 TT	TO THE ALL COURTS			
11. Homeowner [24 CFR Part 903.7 9 (k	ship Programs Administered by the PHA			
[24 CFK Part 905.7 7 (K)]			
A. Public Housing				
	onent 11A: Section 8 only PHAs are not required to complete 11A.			
_	•			
1. ☐ Yes ⊠ No:	Does the PHA administer any homeownership programs			
_ _	administered by the PHA under an approved section 5(h)			
	homeownership program (42 U.S.C. 1437c(h)), or an approved			
	HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or			
	plan to apply to administer any homeownership programs under			
	section 5(h), the HOPE I program, or section 32 of the U.S.			
	Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to			
	component 11B; if "yes", complete one activity description for			
	each applicable program/plan, unless eligible to complete a			
	streamlined submission due to small PHA or high performing			
	PHA status. PHAs completing streamlined submissions may skip			
	to component 11B.)			
2. Activity Descript	cion			
Yes No:	Has the PHA provided all required activity description information			
	for this component in the optional Public Housing Asset			
	Management Table? (If "yes", skip to component 12. If "No",			
	complete the Activity Description table below.)			
Pul	blic Housing Homeownership Activity Description (Complete one for each development affected)			
1a. Development na	(Complete one for each development affected)			
1b. Development (p				
2. Federal Program				
HOPE I	authority.			
5(h)				

Turnkey III				
Section 32 of the USHA of 1937 (effective 10/1/99)				
3. Application status: (select one)				
Approved; included in the PHA's Homeownership Plan/Program				
Submitted, pending approval Planned application				
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:				
(DD/MM/YYYY)				
5. Number of units affected:				
6. Coverage of action: (select one)				
Part of the development Total development				
B. Section 8 Tenant Based Assistance				
b. Section 8 Tenant Dased Assistance				
1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)				
2. Program Description: The SFHA plans to administer a Section 8 Homeownership Program pursuant to 24 CFR 982. The Section 8 Department continues to develop partnership with lenders and community-based organizations.				
a. Size of Program ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?				
If the answer to the question above was yes, which statement best describes the number of participants? (select one) 25 or fewer participants 26 - 50 participants 51 to 100 participants more than 100 participants				
 b. PHA-established eligibility criteria Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below: (1) Participation in the FSS Program; and (2) One-year minimum work history or other financial institution requirement except for disabled participants 				
12. PHA Community Service and Self-sufficiency Programs [24 CFR Part 903.7 9 (1)]				

form **HUD 50075** (03/2006)

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

	Agend	s: PHA has entered into a cooperative agreement with the TANF y, to share information and/or target supportive services (as applated by section 12(d)(7) of the Housing Act of 1937)?
	If yes,	what was the date that agreement was signed? 12April1998
2. Oth	Client referrals Information sharin otherwise) Coordinate the pro programs to eligib Jointly administer Partner to adminis	
B. Se	ervices and progra	ns offered to residents and participants
	enhance the econor following areas? (Public hou Public hou Section 8 a Preference Preference programs for Preference participation Preference Preference participation Preference Prefere	e following discretionary policies will the PHA employ to mic and social self-sufficiency of assisted families in the select all that apply) sing rent determination policies sing admissions policies dmissions policies in admission to section 8 for certain public housing families of families working or engaging in training or education or non-housing programs operated or coordinated by the PHA seligibility for public housing homeownership option
	b. Economic and	Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs					
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)	
Services and Programs					
Other Programs	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)	
Operation Dream (Police/Youth Program) All Family Developments	200	Specific Criteria	S.F. Police Department	Public Housing	
Girls 2000 (Girls Self-Esteem Program) Hunters Point Development	30	Residents of Development	Hunters Point Development	Public Housing	
Sunnydale Teen Center (Recreation, Job Training, Computer Learning) Sunnydale Development	75	Residents of Development	Development Office	Public Housing	
Summer Lunch Program Specific Family Developments	>800	Residents of Developments	Office of Fair Housing	Public Housing	
Health Education Resource Center	50	Residents of Development	Alice Griffith Development	Public Housing	
EOC Child Care Centers	50	Specific Criteria	Potrero Hill and Ping Yuen Developments	Public Housing & Section 8	
Head Start Centers	100	Specific Criteria	Hunters View, Alemany, Westside Courts, Sunnydale	Public Housing & Section 8	

			Developments	
Wu Yee Children Services	30	Specific	Sunnydale	Public Housing
		Criteria	Development	& Section 8
Girls After School Academy	40	Specific	Sunnydale	Public Housing
		Criteria	Development	
Booker T Washington	30	Residents of	Westside Courts	Public Housing
Computer Class		Development	Development	
Peacekeepers Program	40	Specific	Alice Griffith	Public Housing
		Criteria	Development	
YMCA Tutorial Programs	30	Specific	Plaza East & hayes	Public Housing
		Criteria	valley	
			Development	
United Council Food Pantry	100	Residents of	Hunters Point	Public Housing
		Development	Development	& Section 8

(2) Family Self Sufficiency program(s)

a. Participation Description

w randpaton z vompuon			
Family Self Sufficiency (FSS) Participation			
Program	Required Number of Participants	Actual Number of Participants	
	(start of FY 2000 Estimate)	(As of: 05/22/07)	
Public Housing	0	0	
Section 8	285	252	

b. X Yes No:	If the PHA is not maintaining the minimum program size required
	by HUD, does the most recent FSS Action Plan address the steps
	the PHA plans to take to achieve at least the minimum program
	size?
	If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1.	The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from
	welfare program requirements) by: (select all that apply)
\boxtimes	Adopting appropriate changes to the PHA's public housing rent determination
	policies and train staff to carry out those policies
\times	Informing residents of new policy on admission and reexamination
\geq	Actively notifying residents of new policy at times in addition to admission and reexamination.
\geq	Establishing or pursuing a cooperative agreement with all appropriate TANF
	agencies regarding the exchange of information and coordination of services
	Establishing a protocol for exchange of information with all appropriate TANF agencies
	Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

- 1. The SFHA has mailed the Community Service Requirement (CSR) announcement to all households.
- 2. The SFHA mailed the CSR announcement to every tenant association.
- 3. The SFHA has made staff available to explain the CSR.
- 4. The SFHA has compiled a list of agencies where residents can perform community service work.
- 5. The CSR has been added to the annual re-certification process.

See Attachments IX & X for further Community Service Documents.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

al	bescribe the need for measures to ensure the safety of public housing residents (select l that apply)
	High incidence of violent and/or drug-related crime in some or all of the PHA's developments
	High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
	Residents fearful for their safety and/or the safety of their children Observed lower-level crime, vandalism and/or graffiti
	People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
	Other (describe below)
	What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).
\boxtimes	Safety and security survey of residents
	Analysis of crime statistics over time for crimes committed "in and around" public housing authority
	Analysis of cost trends over time for repair of vandalism and removal of graffiti Resident reports
	PHA employee reports
	Police reports
\boxtimes	Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
	Other (describe below)
2. V	Which developments are most affected? (list below) Hunters View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunters Point, Ping Yuen, Westbrook, Robert B. Pitts, Hayes Valley, Plaza East, Bernal Dwellings and Alemany

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

(select ⊠ ⊠ □ □ □	the crime prevention activities the PHA has undertaken or plans to undertake: all that apply) Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities Crime Prevention Through Environmental Design Activities targeted to at-risk youth, adults, or seniors Volunteer Resident Patrol/Block Watchers Program Other (describe below) Establishment of San Francisco Police Department Substations ich developments are most affected? (list below)
	Hunters View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunters Point, Ping Yuen, Westbrook, Robert B. Pitts, Hayes Valley, Plaza East, Bernal Dwellings and Alemany
C. Co	ordination between PHA and the police
	cribe the coordination between the PHA and the appropriate police precincts for g out crime prevention measures and activities: (select all that apply)
	Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan Police provide crime data to housing authority staff for analysis and action Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence) Police regularly testify in and otherwise support eviction cases Police regularly meet with the PHA management and residents Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services Other activities (list below) The SFHA Collaborates with the San Francisco Police Department in implementing the components of the Violence Against Women's Act (VAWA). See Attachment XIII.
2. Wh	ich developments are most affected? (list below) Hunters View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunters Point, Westbrook, Ping Yuen, Robert B. Pitts, Hayes Valley, Plaza East, Bernal Dwellings and Alemany
	ditional information as required by PHDEP/PHDEP Plan igible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements
	receipt of PHDEP funds.
☐ Ye☐ Ye☐ Ye	covered by this PHA Plan? s No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

For the Pet Policy, see the Section 7, Appendix C - Admissions & Continued Occupancy Policy, attached.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

For the Civil Rights Policy, see the Section 7, Appendix G - Admissions & Continued Occupancy Policy, attached.

16. Fiscal Audit
[24 CFR Part 803.7 9 (p)]
1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remaining? Three (3)
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
17. PHA Asset Management [24 CFR Part 903.7 9 (q)]
Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.
1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
Not applicable
Private management
Development-based accounting
Comprehensive stock assessment
Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?			
18. Other Information [24 CFR Part 903.7 9 (r)]			
A. Resident Advisory Board Recommendations			
1. Xes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?			
 If yes, the comments are: (if comments were received, the PHA MUST select one) Attached at Attachment VI Provided below: 			
 3. In what manner did the PHA address those comments? (select all that apply) Considered comments, but determined that no changes to the PHA Plan were necessary. The PHA changed portions of the PHA Plan in response to comments List changes below: Reviewed Resident Surveys and changed Capital Fund Priorities Other: (list below): 			
B. Description of Election process for Residents on the PHA Board			
1. Yes No: Does the PHA meet the exemption criteria provid 2(b)(2) of the U.S. Housing Act of 1937? (If no, of question 2; if yes, skip to sub-component C.)			
2. Yes No: Was the resident who serves on the PHA Boasd e residents? (If yes, continue to question 3; if no, sk component C.)	•		
3. Description of Resident Election Process			
 a. Nomination of candidates for place on the ballot: (select all that apply) Candidates were nominated by resident and assisted family organizations Candidates could be nominated by any adult recipient of PHA assistance Self-nomination: Candidates registered with the PHA and requested a place on ballot Other: (describe) The Mayor of the City and County of San Francisco selects two (one from a family development and one from a senior/disabled development) public housing residents to sit on the seven-person San Francisco Housing Authority Commission (i.e. PHA Board). See Appendix VII. 			
b. Eligible candidates: (select one) Any recipient of PHA assistance			

	Any head of household receiving PHA assistance Any adult recipient of PHA assistance Any adult member of a resident os assisted family organization Other (list)
c. Elig	cible voters: (select all that apply) All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance) Representatives of all PHA resident and assisted family organizations Other (list)
	(Not Applicable: Only the Mayor of the City and County of San Francisco can select public housing residents to sit on the San Francisco Housing Authority Commission/PHA Board). See Attachment VII.
C. Sta	tement of Consistency with the Consolidated Plan
For each necessar	a applicable Consolidated Plan, make the following statement (copy questions as many times as
necessar	y).
1. Cor	solidated Plan jurisdiction: (San Francisco, California)
	PHA has taken the following steps to ensure consistency of this PHA Plan with Consolidated Plan for the jurisdiction: (select all that apply)
\boxtimes	The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
\boxtimes	The PHA has participated in any consultation process organized and offered by
\boxtimes	the Consolidated Plan agency in the development of the Consolidated Plan. The PHA has consulted with the Consolidated Plan agency during the
\boxtimes	development of this PHA Plan. Activities to be undertaken by the PHA in the coming year are consistent with the
	initiatives contained in the Consolidated Plan. (list below) Other: (list below)
4. The	Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Pursuant to notice PIH 99-51 (HA), the SFHA will use the HUD criteria detailed in Section III (G) of the notice to define "Substantial Deviation" and "Significant Amendment or Modification." Specifically, a substantial deviation or significant amendment or modification, which requires public notice and comment, will be required if a change is made to the Plan, or any component thereof, related to the following:

- Changes to established Flat Rent amounts:
- Deconcentration of poverty and income mixing in public housing;
- Additions of Non-Emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the capital fund; or,

 Any change with regards to Demolition or Disposition, Homeownership programs or Conversion activities
Changes made to the Plan, or any component thereof, that do not relate to the above- mentioned issues will not be considered substantial or significant and will not require public notice and comment.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Optional Attachments:

Attachment I --- Flat Rent Analysis

Attachment II --- Organizational Chart

Attachment III --- Preventive Maintenance Schedule 2008-09

Attachment IV --- Resident Assessment Subsystem Follow-up

Activities Plan

Attachment V --- Capital Fund Program Information

Attachment VI --- Resident Advisory Board Information

Attachment VII --- PHA Governing Board --- Resident Participation

Attachment VIII --- Deconcentration Analysis

Attachments IX & X --- Community Service Documents

Attachment XI --- Limited English Proficiency Program

Attachment XII --- Statement of Progress in Meeting 5-Year Plan

Attachment XIII --- Violence Against Women Act Statement



SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 415-554-1200 www.sfha.org

July 11, 2008

Stephen Schneller, Director Public and Indian Housing U.S. Department of Housing and Urban Development, Region IX 600 Harrison Street San Francisco, CA 94107-1300

Re: San Francisco Housing Authority's (SFHA) 2008-09 Annual Plan

Dear Mr. Schneller:

The San Francisco Housing Authority has enclosed the following required original documents for your review and approval:

- FY 2008-09 Annual Plan
- Five-Year Plan
- 2008 Capital Fund Program Annual Submission

If you have any questions, please call Rene Latosa, the SFHA's Interim Deputy Executive Director, at 415-241-1040. For questions about SFHA's Capital Fund Program please call Barbara T. Smith, the SFHA's Administrator for Housing Development and Modernization, at 415-715-3220.

Mirian Saez

Interim Executive Director

PHA Certifications of Compliance with PHA Plans and Related Regulations

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the $\underline{\chi}$ 5-Year and/or $\underline{\chi}$ Annual PHA Plan for the PHA fiscal year beginning $\underline{10/2008}$ 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 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.
- 2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
- 3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
- 4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
- 5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
- 6. The PHA certifies that it 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.
- 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
- 8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
- 9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

- 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
- 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
- 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
- 21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
- 22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

San Francisco Housing Authority	CA001
łA Name	PHA Number/HA Code
X 5-Year PHA Plan for Fiscal Years 20 05	- 2009
X Annual PHA Plan for Fiscal Years 2008	20 <u>09</u>
ereby certify that all the information stated herein, as well as any inform	nation provided in the accompaniment berewith is true and accurate Warning. HITD
nereby certify that all the information stated herein, as well as any information secute false claims and statements. Conviction may result in criminal and	nation provided in the accompaniment herewith, is true and accurate. Warning: HUD nd/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
ereby certify that all the information stated herein, as well as any inform secute false claims and statements. Conviction may result in criminal and	nation provided in the accompaniment herewith, is true and accurate. Warning: HUD nd/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
secute false claims and statements. Conviction may result in criminal at	nation provided in the accompaniment herewith, is true and accurate. Warning: HUD nd/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802) Title
secute false claims and statements. Conviction may result in criminal at	nd/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
secute false claims and statements. Conviction may result in criminal at the c	Title President, SFHA Commission Date

RESOLUTION NO: 5360 DATE ADOPTED: 7/10/08

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) adopted the Quality Housing and Work Responsibility Act (QHWRA) of 1998; and

WHEREAS, Section 511 of the Quality Housing and Work Responsibility Act mandates that a public housing authority must submit an Annual Plan seventy-five days before the end of its fiscal year; and

WHEREAS, the San Francisco Housing Authority (SFHA) recognizes the need to comply with the QHWRA mandate; and

WHEREAS, the SFHA held public meetings on April 16, 2008, May 28, 2008, and June 12, 2008, regarding its Annual Plan;

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

- 1. The Board of Commissioners has reviewed the 2008-09 Annual Plan and Capital Fund Program grant and approves them as presented; and thus
- 2. The Executive Director is authorized to submit the 2008-09 Annual Plan and Capital Fund Program to HUD as required under the QHWRA.

APPROVED AS TO FORM AND LEGALITY:	REVIEWED BY:
	MMM My
Tim Larsen	Mirian Saez
General Counsel	Interim Executive Director
7/7/08	47/08
Date	Date

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

l,	Amy Tharpe	the Director	, Policy SF Mayor's Office of Hous	sing certify
that the	Five Year and Annual PHA Pl	an of the	San Francisco Housing Authority	is
consiste	nt with the Consolidated Plan	ofCay	and County of San Francisco	_prepared
pursuan	t to 24 CFR Part 91.			

Signed / Dated by Appropriate State or Local Official

2008 CAPITAL FUND PROGRAM ANNUAL SUBMISSION



6. CERTIFICATIONS



6.2 CERTIFICATION FOR A DRUG-FREE WORKPLACE

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name SAN FRANCISCO HOUSING AUTHORITY		
Program/Activity Receiving Federal Grant Funding		
2008 CAPITAL FUND PROGRAM		
I certify that the above named Applicant will or will continue to provide a drug-free workplace by: a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition. b. Establishing an on-going drug-free awareness program to	red Official, I make the following certifications and agreements to riding the sites listed below: (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on	
 inform employees (1) The dangers of drug abuse in the workplace; (2) The Applicant's policy of maintaining a drug-free workplace; 	whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;	
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.; d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f. (ages) the site(s) for the performance of work done in connection with the mance shall include the street address, city, county, State, and zip code.	
Check here if there are workplaces on file that are not identified on the atta. I hereby certify that all the information stated herein, as well as any interest with the information stated herein, as well as any interest with the workplace of	formation provided in the accompaniment herewith, is true and accurate.	
Name of Authorized Official MIRIAN SAEZ Signature	Title INTERIM EXECUTIVE DIRECTOR Date 07/10/08	

SAN FRANCISCO HOUSING AUTHORITY 440 TURK STREET SAN FRANCISCO, CA 94102

- Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State and zip code. Identify each sheet with the HA name and address and the program/activity receiving grant funding.)
- **CAL 1-1, HOLLY COURTS** 100 Appleton Street San Francisco, CA 94110
- CAL 1-2, POTRERO TERRACE 1095 Connecticut Street San Francisco, CA 94107
- CAL 1-3, SUNNYDALE 1654 Sunnydale Avenue San Francisco, CA 94134
- CAL 1-8, WESTSIDE COURTS 2501 Sutter Street San Francisco, CA 94115
- CAL 1-9, WESTBROOK 90 Kiska Road San Francisco, CA 94124
- CAL 1-10, POTRERO ANNEX 1095 Connecticut Street San Francisco, CA 94107
- CAL 1-15, PING YUEN 799 Pacific Avenue San Francisco, CA 94133
- CAL 1-16, ALEMANY 937 Ellsworth Street San Francisco, CA 94110
- CAL 1-17A, HUNTER'S POINT -A-EAST 1137 Oakdale Ave San Francisco, CA 94124
- 10. CAL 1-17A, HUNTER'S POINT -A-WEST 1137 Oakdale Ave. San Francisco, CA 94124
- 11. CAL 1-18(1), JFK Towers 2451 Sacramento Street San Francisco, CA 94115
- 12. CAL 1-18(3), HUNTER'S VIEW 227/229 Westpoint Road San Francisco, CA 94124
- 13. CAL 1-18(4), ALICE GRIFFITH 207 Cameron Way San Francisco, CA 94124

- 14. CAL 1-18(5), ROSA PARKS 1251 Turk Street San Francisco, CA 94115
- 15. CAL 1-18(6), PING YUEN NORTH 838 Pacific Avenue San Francisco, CA 94133
- 16. CAL 1-18(7), Hayes Valley A 1654 Sunnydale Avenue San Francisco, CA 94134
- 17. CAL 1-18(10), WOODSIDE GARDENS 255 Woodside Avenue San Francisco, CA 94127
- 18. CAL 1-18(13), MISSION DOLORES 1855 15TH Street San Francisco, CA 94103
- 19. CAL 1-19(1), 990 PACIFIC AVE. San Francisco, CA 94133
- 20. CAL 1-19(2), 1750 Mc ALLISTER STREET San Francisco, CA 94115
- 21. CAL 1-20, 3850 18TH STREET San Francisco, CA 94114
- 22. CAL 1-21, CLEMENTINA Towers 320/330 CLEMENTINA STREET San Francisco, CA 94103
- 23. CAL 1-23, 1880 PINE STREET San Francisco, CA 94109
- 24. CAL 1-27, 350 ELLIS STREET San Francisco, CA 94102
- CAL 1-28, 666 ELLIS STREET San Francisco, CA 94102
- CAL 1-29, 345 ARGUELLO BLVD. 26. San Francisco, CA 94118
- CAL 1-30A, 462 DUBOCE STREET San Francisco, CA 94114
- CAL 1-30B, 75-77 COLERIDGE STREET San Francisco, CA 94110

- 29. CAL 1-30C, 101-103 Lundy's Lane San Francisco, CA 94110
- CAL 1-31, 25 SANCHEZ STREET 30. San Francisco, CA 94114
- 31. CAL 1-32, 1760 BUSH STREET San Francisco, CA 94109
- 32. CAL 1-33, 275 THRIFT STREET San Francisco, CA 94132
- 33. CAL 1-34, 4101 NORIEGA STREET San Francisco, CA 94122
- **CAL 1-34, 363 NOE STREET** San Francisco, CA 94114
- 35. CAL 1-34, 200 RANDOLPH STREET San Francisco, CA 94132
- 36. CAL 1-35, 2206-68 GREAT HIGHWAY San Francisco, CA 94116
- 37. CAL 1-35, 2698 CALIFORNIA STREET San Francisco, CA 94115
- 38. CAL 1-36, 227 BAY STREET San Francisco, CA 94133
- CAL 1-37, 491 31ST AVENUE San Francisco, CA 94121
- CAL 1-39A, 939 EDDY STREET San Francisco, CA 94109
- CAL 1-39B, 951 EDDY STREET San Francisco, CA 94109
- 42. CAL 1-41, 430 TURK STREET San Francisco, CA 94102
- 43. CAL 1-42, JOAN SAN JULE APTS. 1353-67 Eddy Street San Francisco, CA 94115
- 44. CAL 1-43, ROBERT B. PITTS PLAZA 1150 Scott Street San Francisco, CA 94115
- 45. CAL 1-44, Bernal Dwellings 3138 Kamille Ct, San Francisco, CA 94110

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)

Sull Man

Name & Title of Authorized HA Official

Mirian Saez, Interim Executive Director

Date: 07/10/08

X Signature

2008 CAPITAL FUND PROGRAM ANNUAL SUBMISSION



6.3 CERTIFICATION OF PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS

Certification of Payments to Influence Federal Transactions

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

Applicant Name	
SAN FRANCISCO HOUSING AUTHORITY	
Program/Activity Receiving Federal Grant Funding 2008 CAPITAL FUND PROGRAM	
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	(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which
of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.	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
(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.	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.
	Security and accompanies of horacith is two and accounts
I hereby certify that all the information stated herein, as well as any inf Warning: HUD will prosecute false claims and statements. Conviction ma (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Title
Mirian Saez	Interim Executive Director
Signature MMM, MM	Date (mm/dd/yyyy) 07/10/2008



6.4 DISCLOSURE OF LOBBYING ACTIVITIES

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.) 1. Type of Federal Action: 2. Status of Federal Action: 3. Report Type: a. contract a. bid/offer/application a. initial filing b. material change b. initial award b. grant c. cooperative agreement For Material Change Only: c. post-award year ____ quarter ___ d. loan e. loan guarantee date of last report f. loan insurance 4. Name and Address of Reporting Entity: 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name Subawardee and Address of Prime: × Prime Tier , if known: SAN FRANCISCO HOUSING AUTHORITY 440 Turk Street San Francisco, CA 94102 Congressional District, if known: Congressional District, if known: 7. Federal Program Name/Description: 6. Federal Department/Agency: FY 2007 FIRST INCREMENT RHF GRANT U.S. DEPARTMENT OF HOUSING AND URBAN DE' CFDA Number, if applicable: CA39P00150108 8. Federal Action Number, if known: 9. Award Amount, if known: \$ 13,661,652 10. a. Name and Address of Lobbying Registrant b. Individuals Performing Services (including address if (if individual, last name, first name, MI): different from No. 10a) (last name, first name, MI): NONE NONE 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact Signature: upon which reliance was placed by the tier above when this transaction was made Print Name: or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for INTERIM EXECUTIVE DIRECTOR Title: public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for 07/10/08 Telephone No.: (415) 554-1296 Date: each such failure. Authorized for Local Reproduction Federal Use Only: Standard Form LLL (Rev. 7-97)

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Standard Form LLL (Rev. 7-97)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

	1		. 4.)	
1. Type of Federal Action:	2. Status of Federa	I Action:	3. Report Type:	
b a. contract	a. bid/offer/application		a a. initial fili	ing
b. grant	b. initial award		b. materia	l change
c. cooperative agreement	c. post-	award	For Material (Change Only:
d. loan			year	quarter
e. loan guarantee			date of las	st report
f. loan insurance				
4. Name and Address of Reportin	g Entity:	5. If Reporting En	itity in No. 4 is a Si	ubawardee, Enter Name
Prime Subawardee		and Address of	Prime:	
Tier	, if known:			
SAN FRANCISCO HOUSING AUT	HORITY	<u> </u>		
440 Turk Street	1101011			
San Francisco, CA 94102				
Congressional District, if known	1:		District, if known:	
6. Federal Department/Agency:		/. Federal Progra	m Name/Description	on:
LLC DED DELLEVE OF HOUSE	~ () (FY 2007 FIRST	INCREMENT RHF C	GRANT
U.S. DEPARTMENT OF HOUSING	AND URBAN DE	CEDA Number	if applicable: CA39F	200150108
-		CEDA Number,	п аррпсавіе.	
8. Federal Action Number, if know	n:	9. Award Amount	t. if known:	
,		\$ 461,179	•	
40 - 11		, ,	· · · ·	· · · · · · · · · · · · · · · · · · ·
10. a. Name and Address of Lobb		•	_	(including address if
(if individual, last name, first r	name, IVII):	different from N	•	
NONE		(last name, firs	t name, wir):	
HOME		NONE		,
		NONE	1//	
		· /	11/1	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who falls to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.			(11 MM)	1 (////)
		Signature:		-vay
		Print Name: MIR	IAN SAÉZ	
		Title: INT	ERIM EXECUTIVE I	DIRECTOR
		Telephone No.: (4	115) 554-1296	Date: 07/10/08
		Telephone No \	1	Date.
Federal Use Only:				Authorized for Local Reproduction

SAN FRANCISCO HOUSING AUTHORITY CURRENT MARKET RENTS SUMMARY

DEVELOPMENT MARKET RENT*/ FLAT RENT JULY 2007

*Detail Rent Survey & Comparability Grid Report to follow

HOLLY COURTS		
1 Bedroom	\$ 1,250	
2 Bedroom	\$ 1,600	
PETRERO TERRACE/ANNEX		
1 Bedroom	\$ 1,375	
2 Bedroom	\$ 1,575	
3 Bedroom	\$ 2,100	
SUNNYDALE/VELASCO		
1 Bedroom	\$ 1,400	
2 Bedroom	\$ 1,800	
3 Bedroom	\$ 2,100	
4 Bedroom	\$ 2,500	
WESTSIDE COLIDTS		
WESTSIDE COURTS 1 Bedroom	\$ 1,375	\neg
2 Bedroom	\$ 1,600	
2 Deur vom	φ 1,000	
WESTBROOK APTS.		
1 Bedroom	\$ 1,375	
2 Bedroom	\$ 1,600	
3 Bedroom	\$ 2,100	
4 Bedroom	\$ 2,500	
5 Bedroom	\$ 2,800	
DING VICEN		
PING YUEN	¢ 2 400	
3 Bedroom	\$ 2,400	
ALEMANY		
1 Bedroom	\$ 1,400	
2 Bedroom	\$ 1,800	
3 Bedroom	\$ 2,200	
HUNTER'S POINT A	ф 1 400	
1 Bedroom	\$ 1,400	
2 Bedroom	\$ 1,800	
3 Bedroom	\$ 2,100	
HUNTER'S VIEW		
3 Bedroom	\$ 2,100	
	•	
ALICE GRIFFITH		
2 Bedroom	\$ 1,800	
4 Bedroom	\$ 2,500	

SAN FRANCISCO HOUSING AUTHORITY CURRENT MARKET RENTS SUMMARY

DEVELOPMENT

MARKET RENT/FLAT RENT JULY 2007

ROSA PARKS	
1 Bedroom	\$ 1,575
2 Bedroom	\$ 2,000
DING VITEN NODELL	
PING YUEN NORTH 1 Bedroom	\$ 1,800
2 Bedroom	\$ 2,100
2 Detervoir	Ψ 292.00
JFK TOWERS	
Studio	\$ 1,275
MISSION DELORES	
Studio	\$ 1,375
WOODSIDE GARDENS	h 4 200
Studio	\$ 1,200
900 PACIFIC AVENUE	
Studio	\$ 1,400
1 Bedroom	\$ 1,800
350 THRIFT STREET (Single-Family House) 3 Bedroom	\$ 2,400
3 Deuroom	φ 2,400
18 TH /DORLAND	
Studio	\$ 1,375
462 DOBOCE	
1 Bedroom	\$ 1,800
320/330 CLEMENTINA	L & 4 0.50
Studio	\$ 1,050
1880 PINE STREET	
Studio	\$ 1,325
AF CANCHEZ CEDEET	
25 SANCHEZ STREET Studio	\$ 1,375
Studio	φ 1,373
VALASCO	
Studio	\$ 1,000
1 Bedroom	\$ 1,250
939 EDDY	
Studio Studio	\$ 1,200
	1 . / .
430 TURK STREET	¢ 1 225
Studio	\$ 1,325

ROBERTS PITTS

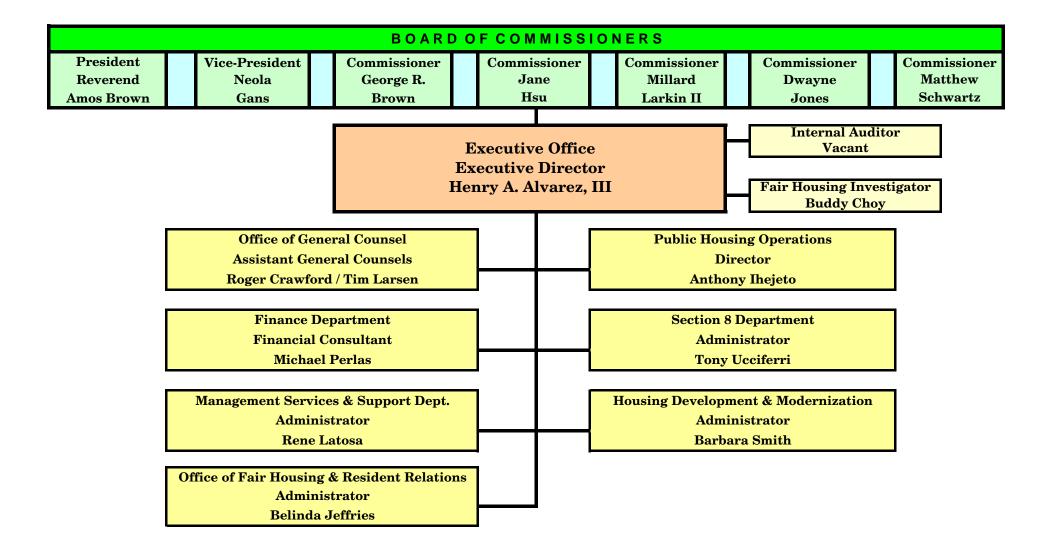
SAN FRANCISCO HOUSING AUTHORITY CURRENT MARKET RENTS SUMMARY

MARKET RENT/FLAT RENT DEVELOPMENT JULY 2007

2 Bedroom	\$ 1,800
3 Bedroom	\$ 2,200
4 Bedroom	\$



SAN FRANCISCO HOUSING AUTHORITY ORGANIZATIONAL CHART



San Francisco
Housing Authority
Central Services



SAN FRANCISCO HOUSING PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009

PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009 ROOF SYSTEM EVERY ODD YEAR

DISTRICTS/ DEVELOPEMENTS	FREQUENCY	INSEPCTED BY
SUNNYDALE	ANNUAL	QUALITY CONTROL INSPECTOR
VELASCO	ANNUAL	QUALITY CONTROL INSPECTOR
ALEMANY	ANNUAL	QUALITY CONTROL INSPECTOR
HOLLY COURTS	ANNUAL	QUALITY CONTROL INSPECTOR
ALICE GRIFFITH	ANNUAL	QUALITY CONTROL INSPECTOR
HUNTERS POINT	ANNUAL	QUALITY CONTROL INSPECTOR
A-WEST		
HUNTERS POINT	ANNUAL	QUALITY CONTROL INSPECTOR
A-EAST		
HUNTERS VIEW	ANNUAL	QUALITY CONTROL INSPECTOR
WESTBROOK	ANNUAL	QUALITY CONTROL INSPECTOR
POTRERO TERRACE	ANNUAL	QUALITY CONTROL INSPECTOR
POTRERO ANNEX	ANNUAL	QUALITY CONTROL INSPECTOR
SCATTERED SITES	ANNUAL	QUALITY CONTROL INSPECTOR
WESTSIDE COURTS	ANNUAL	QUALITY CONTROL INSPECTOR
990 PACIFIC	ANNUAL	QUALITY CONTROL INSPECTOR
227 BAY	ANNUAL	QUALITY CONTROL INSPECTOR
PING YUEN	ANNUAL	QUALITY CONTROL INSPECTOR
PING YUEN NORTH	ANNUAL	QUALITY CONTROL INSPECTOR
J.F.K. TOWERS	ANNUAL	QUALITY CONTROL INSPECTOR
1760 BUSH	ANNUAL	QUALITY CONTROL INSPECTOR
1880 PINE	ANNUAL	QUALITY CONTROL INSPECTOR
320/330 CLEMENETINA	ANNUAL	QUALITY CONTROL INSPECTOR

PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009 ROOF SYSTEM

DISTRICT/ DEVELOPMENTS	FREQUENCY	INSPECTED BY
WOODSIDE GARDENS	ANNUAL	QUALITY CONTROL INSPECTOR
491-31 ST AVE	ANNUAL	QUALITY CONTROL INSPECTOR
1750 MCALLISTER	ANNUAL	QUALITY CONTROL INSPECTOR
2698 CALIFORNIA	ANNUAL	QUALITY CONTROL INSPECTOR
ROSA PARKS	ANNUAL	QUALITY CONTROL INSPECTOR
939/951 EDDY	ANNUAL	QUALITY CONTROL INSPECTOR
345 ARGUELLO	ANNUAL	QUALITY CONTROL INSPECTOR
MISSION DOLORES	ANNUAL	QUALITY CONTROL INSPECTOR
3850 18 TH	ANNUAL	QUALITY CONTROL INSPECTOR
462 DUBOCE	ANNUAL	QUALITY CONTROL INSPECTOR
25 SANCHEZ	ANNUAL	QUALITY CONTROL INSPECTOR
666 ELLIS	ANNUAL	QUALITY CONTROL INSPECTOR
350 ELLIS	ANNUAL	QUALITY CONTROL INSPECTOR
430 TURK	ANNUAL	QUALITY CONTROL INSPECTOR
ROBERT B. PITTS PLAZA	ANNUAL	QUALITY CONTROL INSPECTOR

PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009 ELEVATOR SYSTEM MONTHLY PM

ADDRESS	TYPE OF ELEVATOR	QUANTITY	INSPECTED BY
655 PACIFIC	TRACTION	1	AMTECH ELEVATOR
711 PACIFIC	TRACTION	1	AMTECH ELEVATOR
795 PACIFIC	TRACTION	1	AMTECH ELEVATOR
895 PACIFIC	TRACTION	1	AMTECH ELEVATOR
2451 SACRMANETO	TRACTION	2	AMTECH ELEVATOR
1251 TURK	TRACTION	3	AMTECH ELEVATOR
838 PACIFIC	TRACTION	3	AMTECH ELEVATOR
255 WOODSIDE	TRACTION	2	AMTECH ELEVATOR
1855 15 [™]	TRACTION	2	AMTECH ELEVATOR
990 PACIFIC	TRACTION	2	AMTECH ELEVATOR
1750 MCALLISTER	TRACTION	2	AMTECH ELEVATOR
255 DORLAND	TRACTION	1	AMTECH ELEVATOR
3850 18 TH	TRACTION	1	AMTECH ELEVATOR
320 CLEMENTINA	TRACTION	2	AMTECH ELEVATOR
330 CLEMENTINA	TRACTION	2	AMTECH ELEVATOR
1880 PINE	TRACTION	2	AMTECH ELEVATOR
350 ELLIS	TRACTION	2	AMTECH ELEVATOR
666 ELLIS	TRACTION	2	AMTECH ELEVATOR
345 ARGUELLO	HYDRAULIC	2	AMTECH ELEVATOR
462 DUBOCE	VIRGINIA HYDRAULIC	1	AMTECH ELEVATOR
25 SANCHEZ	HYDRUALIC	2	AMTECH ELEVATOR
1760 BUSH	HYDRAULIC	2	AMTECH ELEVATOR
363 NOE	SUPERIOR HYDRAULIC	1	AMTECH ELEVATOR

ADDRESS	TYPE OF ELEVATOR	QUANTITY	INSPECTED BY
2698 CALIFORNIA	ATLAS HYDRAULIC	1	AMTECH ELEVATOR
227 BAY	ATLAS HYDRAULIC	1	AMTECH ELEVATOR
491 31 ST	HYDRAULIC	2	AMTECH ELEVATOR
939 EDDY	DOVER HYDRAULIC	1	AMTECH ELEVATOR
951 EDDY	DOVER HYDRAULIC	1	AMTECH ELEVATOR
430 TURK	U.S. TRACTION	2	AMTECH ELEVATOR
440 TURK	U.S. TRACTION	1	AMTECH ELEVATOR
1815 EGBERT	OTIS TRACTION	1	AMTECH ELEVATOR
1815 EGBERT	OTIS HYDRAULIC	1	AMTECH ELEVATOR

PREVENTIVE MAINTENANCE SCHEDULE

FISCAL YEAR 2008-2009

WHEELCHAIR LIFTS

BUILDINGS	FREQUENCY	INSPECTED BY
1095 CONNECTICUT	MONTHLY	IN-HOUSE ELECTRICIAN
939 EDDY	MONTHLY	IN-HOUSE ELECTRICIAN
951 EDDY	BI-MONTHLY	IN-HOUSE ELECTRICIAN
1654 SUNNYDALE	MONTHLY	IN-HOUSE ELECTRICIAN

EQUIPMENT AT ALL 4 LOCATIONS WILL BE	BI-ANNUALLY
INSPECTED BY MCKINLEY EQUIPMENT	

PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009 TRASH CHUTE SYSTEM

ADDRESS	FREQUENCY	INSPECTED BY
666 ELLIS	ANNUALLY	QUALITY CONTROL INSPECTOR
350 ELLIS	ANNUALLY	QUALITY CONTROL INSPECTOR
939 EDDY	ANNUALLY	QUALITY CONTROL INSPECTOR
1251 TURK	ANNUALLY	QUALITY CONTROL INSPECTOR
1880 PINE	ANNUALLY	QUALITY CONTROL INSPECTOR
2451 SACRAMENTO	ANNUALLY	QUALITY CONTROL INSPECTOR
1760 BUSH	ANNUALLY	QUALITY CONTROL INSPECTOR
491-31 ST	ANNUALLY	QUALITY CONTROL INSPECTOR
430 TURK	ANNUALLY	QUALITY CONTROL INSPECTOR
255 WOODSIDE	ANNUALLY	QUALITY CONTROL INSPECTOR
320/330 CLEMENTINA	ANNUALLY	QUALITY CONTROL INSPECTOR
462 DUBOCE	ANNUALLY	QUALITY CONTROL INSPECTOR
1855-15TH	ANNUALLY	QUALITY CONTROL INSPECTOR
3850 18 TH ST/255 DORLAND	ANNUALLY	QUALITY CONTROL INSPECTOR
25 SANCHEZ	ANNUALLY	QUALITY CONTROL INSPECTOR
1750 MCALLISTER	ANNUALLY	QUALITY CONTROL INSPECTOR
2698 CALIFORNIA	ANNUALLY	QUALITY CONTROL INSPECTOR
363 NOE	ANNUALLY	QUALITY CONTROL INSPECTOR
345 ARGUELLO	ANNUALLY	QUALITY CONTROL INSPECTOR
227 BAY	ANNUALLY	QUALITY CONTROL INSPECTOR
PING YUEN NORTH	ANNUALLY	QUALITY CONTROL INSPECTOR
990 PACIFIC	ANNUALLY	QUALITY CONTROL INSPECTOR
PING YUEN	ANNUALLY	QUALITY CONTROL INSPECTOR
WESTSIDE COURT	ANNUALLY	QUALITY CONTROL INSPECTOR
350 ELLIS	ANNUALLY	QUALITY CONTROL INSPECTOR
951 EDDY	ANNUALLY	QUALITY CONTROL INSPECTOR

PREVENTIVE MAINTENANCE SCHEDULE

FISCAL YEAR 2008-2009

POWER GENERATOR SYSTEM

BUILDINGS	FREQUENCY	MONTH	INSPECTED BY
WOODSIDE GARDENS	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
MISSION DOLORES	BI-ANNUAL	NOV 2008/ MAY 2009	CONTRACTOR
1750 MCALLISTER	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
350 ELLIS	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
666 ELLIS	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
895 PACIFIC	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
711/795 PACIFIC	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
PING YUEN NORTH	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
JFK TOWERS	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
990 PACIFIC	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
1880 PINE	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
ROSA PARKS	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR
320/330 CLEMENTINA	BI-ANNUAL	NOV 2008/MAY 2009	CONTRACTOR

PREVENTIVE MAINTENANCE SCHEDULE

FISCAL YEAR 2008-2009

EXHAUST FAN SYSTEM

ADDRESS	FREQUENCY	INSPECTED BY
WOODSIDE GARDENS	ANNUAL	ELECTRICAL FOREMAN
990 PACIFIC	ANNUAL	ELECTRICAL FOREMAN
JFK TOWERS	ANNUAL	ELECTRICAL FOREMAN
330 CLEMENTINA	ANNUAL	ELECTRICAL FOREMAN
1880 PINE	ANNUAL	ELECTRICAL FOREMAN
255 DORLAND	ANNUAL	ELECTRICAL FOREMAN
320 CLEMENTINA	ANNUAL	ELECTRICAL FOREMAN
3850-18 TH	ANNUAL	ELECTRICAL FOREMAN
MISSION DOLORES	ANNUAL	ELECTRICAL FOREMAN
227 BAY	ANNUAL	ELECTRICAL FOREMAN
491-31 ST	ANNUAL	ELECTRICAL FOREMAN
939 EDDY	ANNUAL	ELECTRICAL FOREMAN
345 ARGUELLO	ANNUAL	ELECTRICAL FOREMAN
2698 CALIFORNIA	ANNUAL	ELECTRICAL FOREMAN
666 ELLIS	ANNUAL	ELECTRICAL FOREMAN
WESTSIDE COURTS	ANNUAL	ELECTRICAL FOREMAN
1760 BUSH	ANNUAL	ELECTRICAL FOREMAN
430 TURK	ANNUAL	ELECTRICAL FOREMAN
350 ELLIS	ANNUAL	ELECTRICAL FOREMAN

PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009 PLUMBING SYSTEM SEWER ROOTING

DISTRICT/	FREQUENCY	INSPECTED BY
DEVELOPMENT		
SUNNYDALE	ANNUAL	PLUMBING PM CREW
VELASCO	ANNUAL	PLUMBING PM CREW
ALEMANY	ANNUAL	PLUMBING PM CREW
HOLLY COURT	ANNUAL	PLUMBING PM CREW
ALICE GRIFFITH	ANNUAL	PLUMBING PM CREW
HUNTERS POINT A-WEST	ANNUAL	PLUMBING PM CREW
HUNTERS POINT A-EAST	ANNUAL	PLUMBING PM CREW
HUNTERS VIEW	ANNUAL	PLUMBING PM CREW
WESTBROOK	ANNUAL	PLUMBING PM CREW
POTERO TERRACE	ANNUAL	PLUMBING PM CREW
POTRERO ANNEX	ANNUAL	PLUMBING PM CREW
SCATTERED SITES	ANNUAL	PLUMBING PM CREW
WESTSIDE COURTS	ANNUAL	PLUMBING PM CREW
990 PACIFIC	ANNUAL	PLUMBING PM CREW
227 BAY	ANNUAL	PLUMBING PM CREW
ROBERT B. PITTS PLAZA	ANNUAL	PLUMBING PM CREW
PINGYUEN	ANNUAL	PLUMBING PM CREW
PINGYUEN NORTH	ANNUAL	PLUMBING PM CREW
JFK TOWERS	ANNUAL	PLUMBING PM CREW
BERNAL DWELLINGS	BI-ANNUAL	PLUMBING PM CREW
PLAZA EAST	BI-ANNUAL	PLUMBING PM CREW

PLUMBING SYSTEM

DISTRICT/	FREQUENCY	INSPECTED BY
DEVELOPMENTS		
1760 BUSH	ANNUAL	PLUMBING PM CREW
1880 PINE	ANNUAL	PLUMBING PM CREW
320/330 CLEMENTINA	ANNUAL	PLUMBING PM CREW
WOODSIDE GARDENS	ANNUAL	PLUMBING PM CREW
491-31 ST	ANNUAL	PLUMBING PM CREW
1750 MCALLISTER	ANNUAL	PLUMBING PM CREW
2698 CALIFORNIA	ANNUAL	PLUMBING PM CREW
ROSA PARKS	ANNUAL	PLUMBING PM CREW
939/951 EDDY	ANNUAL	PLUMBING PM CREW-
345 ARGUELLO	ANNUAL	PLUMBING PM CREW
MISSION DOLORES	ANNUAL	PLUMBING PM CREW
3850-18 TH / 255 DORLAND	ANNUAL	PLUMBING PM CREW
363 NOE	ANNUAL	PLUMBING PM CREW
462 DUBOCE	ANNUAL	PLUMBING PM CREW
25 SANCHEZ	ANNUAL	PLUMBING PM CREW
666 ELLIS	ANNUAL	PLUMBING PM CREW
350 ELLIS	ANNUAL	PLUMBING PM CREW
430 TURK	ANNUAL	PLUMBING PM CREW

PREVENTIVE MAINTENANCE FURNACE & HEATER SERVICE, CLEAN, AND INSTALL FILTERS

DEVELOPMENT	FREQUENCY	# OF UNITS	WORK PERFORMED BY
ALEMANY	ANNUAL	157 UNITS	PLUMBING CREW
ROBERT PITTS	ANNUAL	215 UNITS	PLUMBING CREW
HUNTERS POINT A- WEST	ANNUAL	103 UNITS	PLUMBING CREW
HUNTERS POINT A- EAST	ANNUAL	80 UNITS	PLUMBING CREW
951 EDDY	ANNUAL	36 UNITS	PLUMBING CREW
RANDOLPH/HEAD	ANNUAL	16 UNITS	PLUMBING CREW
GREAT HIGHWAY	ANNUAL	16 UNITS	PLUMBING CREW
NORIEGA	ANNUAL	8 UNITS	PLUMBING CREW
101/103 LUNDY LANE	ANNUAL	2 UNITS	PLUMBING CREW
275 THRIFT	ANNUAL	1 UNIT	PLUMBING CREW
SAN JULES	ANNUAL	8 UNITS	PLUMBING CREW
HOLLY COURT	ANNUAL	118 UNITS	PLUMBING CREW
SUNNYDALE	ANNUAL	767 UNITS	PLUMBING CREW
HUNTERS VIEW	ANNUAL	261 UNITS	PLUMBING CREW
WESTBROOK	ANNUAL	225 UNITS	PLUMBING CREW
WESTSIDE COURT	ANNUAL	136 UNITS	PLUMBING CREW
POTRERO ANNEX	ANNUAL	137 UNITS	PLUMBING CREW
440 TURK	ANNUAL	OFFICE	PLUMBING CREW

BACKFLOW SYSTEM

DISTRICT/ DEVELOPMENT	FREQUENCY	INSPECTED BY
SUNNYDALE	ANNUALLY	PLUMBING BACKFLOW CREW
VELASCO	ANNUALLY	PLUMBING BACKFLOW CREW
ALEMANY	ANNUALLY	PLUMBING BACKFLOW CREW
HOLLY COURT	ANNUALLY	PLUMBING BACKFLOW CREW
ALICE GRIFFITH	ANNUALLY	PLUMBING BACKFLOW CREW
HUNTERS POINT A-WEST	ANNUALLY	PLUMBING BACKFLOW CREW
HUNTERS POINT A-EAST	ANNUALLY	PLUMBING BACKFLOW CREW
HUNTERS VIEW	ANNUALLY	PLUMBING BACKFLOW CREW
WESTBROOK	ANNUALLY	PLUMBING BACKFLOW CREW
POTERO TERRACE	ANNUALLY	PLUMBING BACKFLOW CREW
POTRERO ANNEX	ANNUALLY	PLUMBING BACKFLOW CREW
SCATTERED SITES	ANNUALLY	PLUMBING BACKFLOW CREW
WESTSIDE COURTS	ANNUALLY	PLUMBING BACKFLOW CREW
990 PACIFIC	ANNUALLY	PLUMBING BACKFLOW CREW
227 BAY	ANNUALLY	PLUMBING BACKFLOW CREW
ROBERT B. PITTS PLAZA	ANNUALLY	PLUMBING BACKFLOW CREW
PINGYUEN	ANNUALLY	PLUMBING BACKFLOW CREW
PINGYUEN NORTH	ANNUALLY	PLUMBING BACKFLOW CREW
JFK TOWERS	ANNUALLY	PLUMBING BACKFLOW CREW

BACKFLOW SYSTEM

DISTRICT/ DEVELOPMENTS	FREQUENCY	INSPECTED BY
1760 BUSH	ANNUALLY	PLUMBING BACKFLOW CREW
1880 PINE	ANNUALLY	PLUMBING BACKFLOW CREW
320/330 CLEMENTINA	ANNUALLY	PLUMBING BACKFLOW CREW
WOODSIDE GARDENS	ANNUALLY	PLUMBING BACKFLOW CREW
491-31 ST	ANNUALLY	PLUMBING BACKFLOW CREW
1750 MCALLISTER	ANNUALLY	PLUMBING BACKFLOW CREW
2698 CALIFORNIA	ANNUALLY	PLUMBING BACKFLOW CREW
ROSA PARKS	ANNUALLY	PLUMBING BACKFLOW CREW
939/951 EDDY	ANNUALLY	PLUMBING BACKFLOW CREW
345 ARGUELLO	ANNUALLY	PLUMBING BACKFLOW CREW
MISSION DOLORES	ANNUALLY	PLUMBING BACKFLOW CREW
3850-18 TH / 255 DORLAND	ANNUALLY	PLUMBING BACKFLOW CREW
363 NOE	ANNUALLY	PLUMBING BACKFLOW CREW
462 DUBOCE	ANNUALLY	PLUMBING BACKFLOW CREW
25 SANCHEZ	ANNUALLY	PLUMBING BACKFLOW CREW
666 ELLIS	ANNUALLY	PLUMBING BACKFLOW CREW
350 ELLIS	ANNUALLY	PLUMBING BACKFLOW CREW
430 TURK	ANNUALLY	PLUMBING BACKFLOW CREW

BOILER SYSTEM

DISTRICTS/ DEVELOPMENTS	FREQUENCY	INSPECTED BY	NUMBER OF BOILERS
VELASCO	ANNUAL	STEAMFITTER	1
HOLLY COURTS	ANNUAL	STEAMFITTER	10
ALICE GRIFFITH	ANNUAL	STEAMFITTER	4
POTRERO TERRACE	ANNUAL	STEAMFITTER	38
WESTSIDE COURTS	ANNUAL	STEAMFITTER	9
990 PACIFIC	ANNUAL	STEAMFITTER	4
227 BAY	ANNUAL	STEAMFITTER	1
PING YUEN	ANNUAL	STEAMFITTER	9
PING YUEN NORTH	ANNUAL	STEAMFITTER	5
JFK TOWERS	ANNUAL	STEAMFITTER	4
1760 BUSH	ANNUAL	STEAMFITTER	2
1880 PINE	ANNUAL	STEAMFITTER	2
320/330 CLEMENTINA	ANNUAL	STEAMFITTER	6
WOODSIDE GARDENS	ANNUAL	STEAMFITTER	2
491-31 ST	ANNUAL	STEAMFITTER	2
1750 MCALLISTER	ANNUAL	STEAMFITTER	2
2698 CALIFORNIA	ANNUAL	STEAMFITTER	2
ROSA PARKS	ANNUAL	STEAMFITTER	4
939/951 EDDY	ANNUAL	STEAMFITTER	2
345 ARGUELLO	ANNUAL	STEAMFITTER	2

BOILER SYSTEM

ADDRESS	FREQUENCY	INSPECTED BY	NUMBER OF BOILERS
MISSION DOLORES	ANNUAL	STEAMFITTER	3
3850-18 ^{TH/}	ANNUAL	STEAMFITTER	4
255 DORLAND			
363 NOE	ANNUAL	STEAMFITTER	1
462 DUBOCE	ANNUAL	STEAMFITTER	2
25 SANCHEZ	ANNUAL	STEAMFITTER	3
666 ELLIS	ANNUAL	STEAMFITTER	2
350 ELLIS	ANNUAL	STEAMFITTER	2
430 TURK	ANNUAL	STEAMFITTER	4
4101 NORIEGA	ANNUAL	STEAMFITTER	1
1654 SUNNYDALE	ANNUAL	STEAMFITTER	1
POTRERO ANNEX	ANNUAL	STEAMFITTER	8
TOTAL			142

EXIT AND EMERGENCY LIGHTING SYSTEM

ADDRESS	FREQUENCY	INSPECTED BY
462 DUBOCE	ANNUAL	ELECTRICAL FOREMAN
255 DORLAND/ 3850-18 TH	ANNUAL	ELECTRICAL FOREMAN
363 NOE	ANNUAL	ELECTRICAL FOREMAN
990 PACIFIC	ANNUAL	ELECTRICAL FOREMAN
JFK TOWERS	ANNUAL	ELECTRICAL FOREMAN
320/330 CLEMENTINA	ANNUAL	ELECTRICAL FOREMAN
25 SANCHEZ	ANNUAL	ELECTRICAL FOREMAN
1880 PINE	ANNUAL	ELECTRICAL FOREMAN
227 BAY	ANNUAL	ELECTRICAL FOREMAN
491-31 ST	ANNUAL	ELECTRICAL FOREMAN
2698 CALIFORNIA	ANNUAL	ELECTRICAL FOREMAN
345 ARGUELLO	ANNUAL	ELECTRICAL FOREMAN
430 TURK	ANNUAL	ELECTRICAL FOREMAN
1750 MCALLISTER	ANNUAL	ELECTRICAL FOREMAN
666 ELLIS	ANNUAL	ELECTRICAL FOREMAN
MISSION DOLORES	ANNUAL	ELECTRICAL FOREMAN
255 WOODSIDE	ANNUAL	ELECTRICAL FOREMAN
939 EDDY	ANNUAL	ELECTRICAL FOREMAN
1251 TURK	ANNUAL	ELECTRICAL FOREMAN
440 TURK	ANNUAL	ELECTRICAL FOREMAN
350 ELLIS	ANNUAL	ELECTRICAL FOREMAN
1760 BUSH	ANNUAL	ELECTRICAL FOREMAN

SOLAR SYSTEM

BUILDINGS	FREQUENCY	INSPECTED BY
HOLLY COURTS	MONTHLY	CALIFORNIA SOLAR SERVICES
1760 BUSH	MONTHLY	CALIFORNIA SOLAR SERVICES
491-31 ST	MONTHLY	CALIFORNIA SOLAR SERVICES
666 ELLIS	MONTHLY	CALIFORNIA SOLAR SERVICES

FIRE ALARM SYSTEM

ADDRESS	FREQUENCY	INSPECTED BY
1251 TURK	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
363 NOE	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
255 DORLAND	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
491-31 ST	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
990 PACIFIC	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
JFK TOWERS	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
320/330 CLEMENTINA	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
3850 18 TH	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
25 SANCHEZ	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
227 BAY	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
939 EDDY	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
345 ARGUELLO	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
2698 CALIFORNIA	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
491-31 ST AVE	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
350 ELLIS	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
838 PACIFIC	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
951 EDDY	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
462 DUBOCE	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM
320/330 CLEMENTINA	QUARTERLY	PACIFIC AUXILLIARY FIRE ALARM

PREVENTIVE MAINTENANCE SCHEDULE FISCAL YEAR 2008-2009 PEST CONTROL

DEVELOPMENT	FREQUENCY	WORK PERFORMED BY
HOLLY COURT	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
POTRERO	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
SUNNYDALE	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
WESTSIDE COURTS	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
WESTBROOK	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
POTRERO ANNEX	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
PING YUEN	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
ALEMANY	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
HUNTERS POINT A-WEST	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
HUNTERS POINT A-EAST	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
HUNTERS VIEW	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
ALICE GRIFFITH	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
ROSA PARKS	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
PING YUEN NORTH	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
2451 SACRAMENTO	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
MISSION DOLORES	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
WOODSIDE	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
990 PACIFIC	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR

DEVELOPMENT	ANNUALLY	PERFORMED BY
227 BAY	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
350 ELLIS	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
275 THRIFT	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
18 TH /DORLAND	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
462 DUBOCE	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
75-77 COLERIDGE	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
LUNDY LANE	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
CLEMENTINA	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
666 ELLIS	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
1760 BUSH	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
1880 PINE	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
4101 NORIEGA	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
939 EDDY	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
951 EDDY	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
VELASCO	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
430/440 TURK	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
SAN JULES	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR
ROBERT B. PITTS	ANNUALLY	IN-HOUSE CREW-OUTSIDE CONTRACTOR

Due to decrease in force we can only treat unit repairs. Building cleanouts will be done by contractors.

San Francisco Housing Authority Central Services

Memo

To: John Wilkinson

Director of Maintenance

From: Ron Fazzio

Manager of Maintenance

Date: 1/14/2009

Re: Maintenance Identified issues needed for Properties

HOLLY COURTS

Upgrade exterior lighting Upgrade all water lines old galvanized/no

valves

Exterior painting Backyard Fencing

Continuation of upgrading units on

Appleton and Patton

Handrails for all units-step up entry

ALEMANY

Needs wrought iron perimeter fencing

Paint buildings

Replace kitchen sink and cabinets

SUNNYDALE

Need landscaping and proper irrigation

system

Units need rehab continuation upgrades

bathroom, kitchens

Concrete work, sidewalk repair, and 504

needed throughout development

Asphalt parking lots

Cyclone fencing throughout development

Tree Pruning

ALICE GRIFFITH

Tree pruning (major)

Units show a lot of dry rot

Upgrade domestic hot water/heating

Needs concrete repair t/o-sidewalks and

boilers walkways

Units need rehab, kitchen update, Pigeons abatement

bathroom update, cabinets, countertops, etc.

Needs proper irrigation t/o development Upgrade exterior lights

Need Concrete sidewalk repair

In the near future the hot water lines, heating lines, and boiler will need to be addressed. There are on-going underground leaks and the boiler is getting older. It would not be to our advantage to stick to this set-up.

Individual water heater and gas heaters would be a better way and it would cost more to do but it will have a longer life and less heating and hot water complaints.

ROBERT PITTS

Fire alarm systems (in progress)

Mail boxes needs to be replaced and relocated.

Needs landscaping Needs interior landscaping

Needs tree pruning Low water pressure

Back steps/landing issues of rotting and

deterioration

WESTSIDE COURTS

Exterior paint Units need modernization-kitchen/bathrooms

Re-surface parking lots

Low water pressure in units-need to re-do

waterlines in copper in unit waste lines

Concrete repairs-sidewalks Exterior Lights

PING YUEN

Pigeon abatement Upgrade windows

Upgrade exterior lighting-838 711 Pacific-replace two heating boilers

Need all new fire hose cabinets

Telephone line replacement-795

Courtyard resurfaced-895

POTRERO TERRACE

Concrete work t/o-walkways/sidewalks

New boiler set up and piping at 145-159 Dakota

Needs buildings re-piped underneath at New boiler set up at 15-159 Dakota

1620-1628/1035-1053/1000-1028

Connecticut

Units need rehab on Dakota scheduled for

2005-2006

POTRERO ANNEX

Replace all wood sash windows with Concrete work for erosion-under walkways on

aluminum-11 buildings on Turner and the Watchman and Turner

end of Missouri

Upgrade electrical transformers Electrical Service upgrade drops

Tree Pruning

HUNTERS POINT A-WEST

Dry rot issues-windows Perimeter fencing chain link

Irrigation and landscaping Laundry facilities update

Upgrade exterior lighting Rotted tub wall

New mailboxes

HUNTERS POINT WESTBROOK

Concrete sidewalk repair Laundry facilities

Chain link fence Tree pruning

HUNTERS VIEW

Due for rehab Upgrade development fencing

Tree pruning

GREAT HIGHWAY

16 new patio doors and frames

4101 NORIEGA

Exterior painting – in progress Upgrade exterior lighting - 2007

491-31st

Repair concrete sidewalk Upgrade stoves and hoods-75

Roof ventilation-15 Repair interior hall door bells

Upgrade fire alarm systems-42

345 Arguello

Needs emergency generators Roof ventilation-14

Needs heat exchange tank

275 THRIFT

Low maintenance back yard landscaping Needs painting

75-77 COLERIDGE

OFFLINE

LUNDY LANE

Eyesore-Recommend tear down and rebuild or sell off. Needs major repair to bring up to code

RANDOLPH AND HEAD

Needs exterior painting Replace concrete steps

Increase court lights Repair social room

MISSION DELORES

Roof fan replacement-6 units Painting, water proofing and issue

Upgrade fire alarm systems-42

3850-18th/DORLAND

Needs exterior painting New mailboxes

Needs front and rear doors- 504 ADA Roof fan ventilator replacement

Sump pump for elevator pit Upgrade fire alarm systems-42

ROSA PARKS

Needs complete waterproofing –ongoing Upgrade fire alarm systems-UL

Roof ventilation Roof partial over 1100-1110

<u>JFK</u>

New front windows Roof ventilation

Upgrade fire alarm systems-UL Water proofing issue rear of building

1750 MCALLISTER

Replace roof ventilation Repair west side parking lot exterior door

Patio door – in progress Replace boiler storage tank(1) and boilers (2)

Rear exit parking lot replace glass door

Upgrade fire alarm systems-UL

1760 BUSH

Upgrade fire alarm system-42

Roof ventilation-16

25 SANCHEZ

Emergency generator Fire Alarm system

2698 CALIFORNIA

New front door ADA 504 approved

Retile front entrance

Hood and electric stoves installed in all Roof ventilation

units

Upgrade Fire alarm system -42

666 ELLIS

Roof fan replacement-18

Upgrade Fire alarm system -42

320/330 CLEMENTINA

Roof fan replacement -6 Fire line replacement from sidewalk to back

towers

Upgrade Fire alarm system -42

350 ELLIS

Roof ventilation Boiler replacement

Upgrade fire alarm systems-UL

255 WOODSIDE

Roof Fan replacement

Upgrade fire alarm systems-UL

<u>951 EDDY</u>

OFFLINE DUE TO FIRE

1880 PINE

Roof ventilation-11 Needs new boiler and domestic hot water setup

430 TURK

Upgrade fire alarm systems-UL Replace boiler

Roof ventilation fan Update trash compactor set up

990 PACIFIC

Roof ventilation

Upgrade fire alarm systems-UL

227 BAY

Roof ventilation

363 NOE

Heat pump -1

1815 EGBERT

Roof ventilation -2

VELASCO

Need new boiler set-up

Need new fire alarm system-in process

Fire seal garbage chute-complete

PRIORITY BUILDING ROOF FANS THAT NEED REPLACEMENT

ADDRESS	DESCRIPTION
1850-18 TH /255 DORLAND	1-TOGETHER
666 ELLIS	18 FANS
320/330 CLEMENTINA	6 FANS
350 ELLIS	5 FANS
1855-15 TH (MISSION DOLORES)	6 FANS
255 WOODSIDE	6 FANS
2698 CALIFORNIA	12 FANS
491-31 ST	15 FANS
345 ARGUELLO	14 FANS
1760 BUSH	16 FANS-OFFICE/BOILER ROOM
1880 PINE	11 FANS
1750 MCALLISTER	4 FANS-TOP/11H/8H/5H
430 TURK	10 FANS-3 FANS (3H)
440 TURK	INSIDE THE OFFICE
1251 TURK	COMMUNITY ROOM/EACH FAN
990 PACIFIC	1 MOTOR IN BASEMENT
227 BAY	ON FAN INSIDE LAUNDRY ROOM
363 NOE	ONE HEAT PUMP
1815 EGBERT	2 ROOF FANS/1 AC-OLD/2 HEAT PUMPS

San Francisco Housing Authority HUD Resident Assessment SubSystem (RASS) Follow-Up Activities

Maintenance and Repair

The SFHA conducts annual comprehensive inspections, which include Uniform Physical Condition Standard (UPCS) inspection, as well as a Preventive Maintenance (PM) inspection. The Administrative Manager is responsible for developing and monitoring the annual inspection schedule. The inspectors are responsible for accurately identifying all deficiencies, UPCS violations, as well as PM concerns. Because the inspector is a frontline service provider, s/he leaves a business card with the resident so those residents have yet another SFHA communication vehicle. Once the inspections have been completed, it is the responsibility of the UPCS Inspector to identify all outstanding work orders for the inspected unit and generate new work orders for any additional deficiencies identified. Upon completing this task, the Maintenance Planner turns over the work orders to the Maintenance Manager for each inspected unit.

It is the responsibility of the Manager of Central Maintenance to assign the work orders to the appropriate craft personnel. The Manager of Central Maintenance is also responsible for collecting all work orders, completed and incomplete, at the end of the day. S/he must review the work orders to ensure that they are filled out correctly and turn them over to the appropriate craft forepersons for rescheduling any incomplete work orders. Once the work is complete, it is turned over to the Data Entry Operators for close out in the CCS system and file the work orders in the appropriate file.

Maintenance personnel complete the regular PM inspections of systems, with assistance/input from Modernization and contractor personnel. The PM repair work is assigned to Maintenance PM crews and supplemented by other Maintenance sector support crafts, and outside contractors whenever necessary. These crews record the results, and make the necessary repairs. When required, an outside contractor is utilized to make the repairs needed. The Manager of Central Services is responsible for correcting identified PM deficiencies in no more than twenty (20) working days. He is also responsible for verifying the successful completion of the contractor work and the closing out of the associated PM work order. PM program report forms by site and building address shall be filed and maintained.

The Maintenance Plan can represent a source of cost savings (labor hours, material, travel and overtime) to the SFHA through the correction of routine maintenance deficiencies before the conditions become emergencies, and as such, costly to repair. It also allows a more planned response to maintenance of units, major systems, and common areas rather than correcting deficiencies when they happen which usually causes down time and unnecessary overtime cost. If the plan is correctly performed, the maintenance workload will be more manageable and will assist to maintain an acceptable turnaround time for all maintenance work.

All exigent and fire safety hazards as defined by REAC shall be considered an emergency work order. As such, these work orders shall be completed within 24 hours, and a work order or document shall be maintained by Central Services, showing the date and time the work was performed and completed. The guidelines for the determination and classification of emergencies will be amended to reflect such

change. Emergency work orders shall be tracked daily for completion. During the fiscal year 2005-2006, there were 2,640 emergency work orders entered into the system. All were completed within HUD's 24- hour requirement.

Communication exchange between Maintenance, Property Management Offices, and residents has improved through the creation of an additional address in the SFHA network outlook. This is called the "Maintenance Request" address, which allows the Director of Maintenance direct access to all types of maintenance request, follow-up, and related services. Property Management staff now access the office of the Director of Central Services directly by opening the "Maintenance Request" addresses. All requests received through this system are immediately routed to the appropriate forepersons, which immediately dispatch the work requested out into the field. Both the request and response times are documented, and forwarded to the requestor, the craft who completed the work, the Manager of Central Services, and the outlook file of the Director of Central Services. Moreover, Central Services management staff attends all resident meetings and/or town hall meetings to determine resident needs and concerns in the delivery of maintenance services. The information gathered during these meetings is compared to outstanding work orders relative to the specific deficiencies raised by the residents. These work orders are then scheduled for completion by appropriate staff. In addition, maintenance staff advises residents of the ongoing or future modernization programs in their developments. This is part of the agency's effort to notify residents of the improvements being made to the development and to encourage them to better maintain their neighborhood.

All craft forepersons as well as journeymen are required to attend HTVN training, which is provided by the Authority. Classes on different craft classification are published and key craft personnel are required to attend. This is part of our effort to ensure that maintenance staffs are adequately trained by offering training opportunities, which include subjects for professional conduct standards in communicating with residents. It is extremely important that maintenance staffs are polite and effective in communicating with residents.

Communication

As a service-oriented agency, the SFHA seeks to communicate effectively with its clientele, i.e., the residents. This will be accomplished in the following manner:

- Hold resident meetings, both on a group and individual basis, regarding their concerns and perceptions.
- Train agency staff to communicate effectively and professionally with residents.
- Ensure adequate internal communications to management/staff on policy and procedural matters.
- Make written housing policies and procedures available to the residents. Allow residents an opportunity to comment and make suggestions.
- Through the agency's Resident Services office, avail interpreters to those, for whom English is not their primary language.
- Send informational brochures, flyers, and letters periodically to the residents. This may include general notices with the monthly rent bill, leaving notices at their dwelling units and/or in the Property Offices.
- Encourage resident committees and organizations to participate more fully on improving their development and community.
- Notify families and seniors of upcoming physical improvements. Help foster a positive resident attitude and have them assist as agents of change.

Safety

The Authority continues to forge strong working relationships with residents, local police, and private security personnel in its efforts to combat crime and crime-related issues, in-and-around all SFHA developments.

At present, the SFHA contracts with several private security firms to provide armed security patrols at many of the Authority developments. The agency also works closely with the San Francisco Police Department (SFPD). It continues to provide a high level of officer presence and visibility on Authority developments, particularly during critical periods where increased gun violence occurs.

The Authority implemented several strategies that have substantially reduced crime at several developments. They include, in part, the following:

- Monthly community meetings involving residents, City police, and private security firms
- Increased private armed security
- Variable shift changes/deployment of private security guards
- Cooperation with SFPD for special recognizance and surveillance
- New prevention and intervention strategies
- Stricter enforcement of gated community rules
- Use deprogrammed dwelling units as police substations
- Cooperate and assist police, when requested, in accessing vacant units and facilitating surveillance and pursuit
- Provide units or recreation space for community policing activities
- Work with other agencies, parole, and probation for increased information sharing on individuals living on Authority developments

In addressing residents' needs and responding to HUD RASS Safety concerns, the agency imposed strict performance standards on companies providing security services at Authority developments. They are expected to be highly visible and proactive while on-patrol. The firms provide management and legal staff documented written reports of incidents occurring on public housing developments. These reports have been extremely useful in the Authority's efforts to evict residents for serious lease violations.

Many past, successful strategies used to reduce and combat crime at SFHA developments will continue to be a part of the San Francisco Housing Authority's Follow-Up Plan. The Authority will continue to develop plans and strategies that involve cooperation and a close, collaborative working relationship with residents, local police, and security firms in combating crime in our developments.

Services

The SFHA recognizes that it provides more-than-shelter to its residents. As such, its many supplemental services include

- In-house job training, placement, information and referral service
- After School Tutorial and Recreation information and referral
- Childcare information and referral
- Family support services information and referral
- Head Start Programs

- Senior support services information and referral
- Youth support services information and referral
- Domestic Violence information and referral
- Assist families/seniors on needed translation services
- Working with local schools/junior colleges/ to further the residents' education opportunities

Neighborhood Appearance

- Being mindful of its clientele, the SFHA deems it paramount to communicate with residents. Therefore, group and individual meetings are held on the upkeep and appearance of their development and to address their concerns.
- SFHA has a process in place for dealing with abandoned buildings and vacancies.
- Pests are exterminated regularly and on an as-needed basis.
- SFHA has initiated quarterly trash days, so residents may dispose of their large items.
- Being proactive on improving the appearance of the neighborhoods, the agency has regular, monthly clean-up days. The Authority will continue to work closely with Sunset Scavenger, the local trash collection company, on its nationally-renown recycling program.
- Establish and engage the neighborhood in a monthly clean-up program. The team will plant gardens and take other actions to help beautify the development.
- Strive toward eliminating graffiti promptly, e.g., within 24-hours of report.

Violence Against Women's Act Statement

The San Francisco Housing Authority maintains compliance with all applicable legal requirements as set forth in the federal *Violence Against Women's Act* (VAWA).

The San Francisco Housing Authority has a VAWA policy, and the purpose of the policy is to "...implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 and more generally to set forth the San Francisco Housing Authority's policies and procedures regarding domestic violence, dating violence, and stalking..."

The San Francisco Housing Authority works in collaboration with the San Francisco Police Department in order to implement VAWA in both its public housing and Section 8 programs. Additionally, the San Francisco Housing Authority works with domestic violence prevention organizations in order that public housing residents and Section 8 voucher holders receive the necessary support if a domestic violence incident were to occur.

The San Francisco Housing Authority has incorporated its Violence Against Women's Act Policy into its *Admissions & Continued Occupancy Policy* for current and potential public housing residents and its *Section & Administrative Plan* for current and potential voucher holders.



SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

June 6, 2008

Stephen Schneller, Director Office of Public Housing, San Francisco U.S. Department of Housing and Urban Development 600 Harrison Street San Francisco, CA 94107-1300

Subject:

San Francisco Housing Authority CFP Plans and Amendments

Capital Fund Grant Number CA39P00150108 Capital Fund Grant Number CA39R00150108

Dear Mr. Schneller:

Attached to this letter, you will find the San Francisco Housing Authority's 2008 Capital Fund Program and Replacement Housing Factor Program Annual Statements and Five Year Plan. Also attached are copies of the 2008 Annual Contributions Contract (ACC) Amendments for these programs. The Capital Fund Program Amendment (CA39P00150108) is for \$13,661,652 and the Replacement Housing Factor Amendment (CA39R00150108) is for \$461,179.

If you or your staff have any additional questions about this request, please do not hesitate JUN 0 6 2008 MIM AL to call Barbara Smith at (415) 715-3220.

Sincerel

Mirian Saez Interim Executive Director

Melina Whitehead, Division Director, HUD Cc;

Shirley Thomas, Management Specialist/PH Facilities

Baljit Khosa, P.E., HUD

Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) San Francisco Housing Authority (CA001) (herein called the "PHA")

and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) SF-255 dated: 8/27/1964 Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families: for Fiscal Year 2008 to be referred to under Capital Fund Grant Number CA39P00150108 \$ 13,661,652 PHA Tax Identification Number (TIN). On File Whereas, HUD and the PHA are entering into the CFP Amendment Number Now Therefore, the ACC(s) is (are) amended as follows: 4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the 1. The ACC(s) is (are) amended to provide CFP assistance in the amount PHA or the designated trustee from time to time as needed up to the specified above for capital and management activities of PHA amount of the funding assistance specified herein. developments. This amendment is a part of the ACC(s). The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD 2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to regulations for a period of twenty years after the last disbursement of CFP the Capital Fund Program. assistance for modernization activities and for a period of forty years after the last distribution of CFP assistance for development activities. However, the provisions of Section 7 of the ACC shall remain in effect for 3. (Check one) so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under a. In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be the ACC(s) and which is not eligible for forgiveness, and provided further amended from time to time. The capital and management activities shall that, for a period of ten years following the last payment of assistance from the Operating Fund to the PHA, no disposition of any development be carried out as described in the Annual PHA Plan Capital Fund Annual covered by this amendment shall occur unless approved by HUD. Statement. 6. The PHA will apply for the entire CFP assistance amount for this FY. If b. The Annual PHA Plan has not been adopted by the PHA the PHA does not comply with any of its obligations under this and approved by HUD. The PHA may use its CFP assistance under this Amendment and does not have its Annual PHA Plan approved within the contract for work items contained in its 5-Year Plan, before the Annual period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate PHA Plan is approved. all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the HUD approval. payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds 7. Implementation or use of funding assistance provided under this due per the amortization scheduled will be made directly to a designated Amendment is subject to attached corrective action order(s). trustee (Trustee Agreement attached) within 3 days of the due date. No Whether 3.a or 3.b is selected above, the 24 month time period in (mark one): which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Untied States Housing Act of 1937, as amended, (the "Act") 8. The PHA acknowledges its responsibility for adherence to this and 48 month time period in which the PHA must expend this CFP Amendment by subgrantees to which it makes funding assistance herein assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available. available to the PHA for obligation). The parties have executed this Agreement, and it will be effective on 6/13/2008. This is the date on which CFP assistance becomes available to the PHA for obligation. U.S. Department of Housing and Urban Development PHA Executive Dire By Date: By Date Title Title



2.2 Capital Fund Program (CFP) Annual Statement

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

OMB Approval No. 2577-0157 (exp. 11/30/2008)

PHA Name: Capital Fund Grant Number: CA39P00150108 FFY of Grant Approval: SAN FRANCISCO HOUSING AUTHORITY 2008 Replacement Housing Factor No: Reserve for Disasters/ Emergencies Revised Annual Statement/Revision Number: Performance and Evaluation Report for Program Year Ending: Final Performance and Evaluation Report Line Summary by Development Account **Total Estimated Cost** Total Actual Cost² No. Original Obligated Expended Revised¹ 1 Total non-CFP Funds \$0 \$0 \$0 2 1406 Operations (May not exceed 20% of line 20) \$2,732,330 3 1408 Management Improvements (May not exceed 20% of line 20) \$0 \$2,075,000 1410 Administration (May not exceed 10% of line 20) \$1,366,165 \$0 1411 Audit 5 \$0 \$0 6 1415 Liquidated Damages \$0 \$0 1430 Fees and Costs \$1,800,000 \$0 8 1440 Site Acquisition \$0 1450 Site Improvement 9 \$930,000 \$0 10 \$0 1460 Dwelling Structures \$4,135,907 11 1465.1 Dwelling Equipment-Nonexpendable \$50,000 SO 12 1470 Nondwelling Structures \$0 \$0 1475 Nondwelling Equipment 13 \$297,250 \$0 14 1485 Demolition \$0 \$0 1490 Replacement Reserve 15 \$0 \$0 1492 Moving to Work Demonstration 16 \$0 \$0 17 1495.1 Relocation Costs \$225,000 \$0 18 1499 Mod used for Development \$50,000 \$0 19 1502 Contingency (May not exceed 8% of line 20) \$0 20 Amount of Annual Grant (Sum of lines 2-19) \$13,661,652 \$0 Amount of line 20 Related to LBP Activities 21 \$2,315,000 \$0 Amount of line 20 Related to Section 504 compliance 22 \$505,000 \$0 23 Amount of line 20 Related to Security \$1,390,000 \$0 24 Amount of line 20 Related to Energy Conservation Measures \$1,650,907 \$0 Signature of Executive Director Date Signature of Public Housing Director/Programs Administrator Date JUN 0 6 2008 X Ja X Mirian Sagz, Interim Executive Director

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

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development

Capital Fund Grant Number

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (exp. 11/30/2008)

> FFY of Grant Approval: 2008

Part II: Supporting Pages

PHA Name:

SAN FRANCISCO HOUSING AUTHORITY

CA39P00150108

SAN FRA	ANCISCO HOUSING AUTHORITY		CA39P0	015010	8					Approvai. 2000
AMPS	Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estima	ated Cost		tual Cost	Status of Propose
#	Name/HA-Wide Activities	9	No.			Original	Revised ¹	Funds Obligated ²	Funds Expended ²	Work ²
	1-951-01 CAL 1-1, Holly Courts	Exterior Improvements, painting	1460	100%	\$	400,000				
1-951	1-951-03 CAL 1-3, Sunnydale	Site work. Erosion stabilization Hand rails replacement (Outside)	1450 1450	100% 100%	\$	150,000 180,000				
2-952	2-952-02 CAL 1-2 Potrero Terrace	Site Electrical Improvements (Phase I)	1450	As Req.	s	100,000				
	3-953-07 CAL 1-9, Westbrook	Bathrooms repairs/improvements (Phase I) Landscaping and irrigation	1460 1450	As Req. 100%	\$	250,000 150,000				
3-953	3-953-11 CAL 1-16, Alemany	Kitchen sink and countertop replacement (Phase 1)	1460	As Req.	\$	250,000				
	3-953-12 CAL 1-17A, Hunters' Point	Tree Trimming	1450	100%	\$	50,000				
4-954	4-954-15 CAL 1-18(3) Hunters' View	Relocation Vacant Unit Repairs	1495 1460	As Req. As Req.		75,000 540,000				
5-955	5-955-24 CAL 1-36, 227 Bay Street	Ventilation System	1460	100%	\$	180,000				
	6-956-06 CAL 1-8, Westside Courts	Water main and sewer improvements (Phase I)	1460	100%	\$	250,000				
	6-956-41 CAL 1-29, 345 Arguello St.	Ventilation System	1460	100%	\$	250,000				
7-957	7-9:57-47 CAL 1-39B, 951 Eddy St.	Sewer Improvements	1450	100%	\$	150,000				
	8-9-58-43 CAL 1-19 (2), 1750 McAllister St.	Fire alarm system	1460	100%	s	170,000				
	9-9-59-25 CAL 1-27, 350 Ellis St	Ventilation System	1460	100%	\$	220,907				
		Subtotal Developments:			\$	3,365,907				

JUN 0 6 2008

Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (exp. 11/30/2008)

PHA Name: Capital Fund Grant Number FFY of Grant Approval: 2009

SAN FRA	NCISCO HOUSING AUTHORITY		CA39P	015010	8				Approval: 2008
AMPS	Development Number	General Description of Major Work Categories	Dev. Acci	Quantity	Total Estima	ated Cost	Total Ad	ctual Cost	Status of Proposed
#	Name/HA-Wide Activities		No.		Original	Revised ¹	Funds Obligated ²	Funds Expended ²	Work ²
	PHA-Wide:	HA-Wide Lead Abatement	1460	As Req.	\$75,000				
		HA-Wide Asbestos Abatement	1460	As Req.	\$75,000				
		Mold and Mildew Remediation	1460	As Req.	\$75,000				
		Blood-born pathogens decontamination	1460	As Req.	\$25,000				
		HA-Wide 504/ADA reasonable accommodations (FA)	1460	As Req.	\$75,000				
		HA-Wide fire unit repair	1460	As Req.	\$100,000				
		HA-Wide New appliances	1465	As Req.	\$50,000				
		HA-Wide Sidewalk repair/replacement and fences (FA)	1450	As Req.	\$50,000				
		HA-Playground repairs/replacement	1450	As Req.	\$50,000				
		Hardwire smoke detectors	1460	As Req.	\$50,000				
		Elevator upgrades	1460	As Req.	\$50,000				
		Surveillance cameras	1475	As Req.	\$50,000				
		Relocation	1495	As Req.	\$150,000				
		Landscaping and tree trimming	1450	As Req.	\$50,000				
		Rooftop ventilation	1460	As Req.	\$50,000				
		Electrical Improvements	1460	As Req.	\$50,000				
		Plumbing Improvements	1460	As Req.	\$50,000				
		HVAC Improvements	1460	As Req.	\$50,000				
		Vacant Unit Rehabilitation (FA)	1460	As Req.					
		HA Wide interior common space improvements, including furnishings, fixtures and equipment (FA)	1460	As Req.	\$800,000				
		Gutter/Downspout replacement	1460	As Req.	\$50,000				
		Replacement Housing and Revitalization	1499	As Reg.	\$50,000				
			1	101104	\$50,000				
	1	Subtotal PHA Wide:			\$ 2,075,000				
Signature o	of Executive Director		Date		Signature of Public H	lousing Director			Date

JUN 0 6 2008

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

Capital Fund Program (CFP)

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0157 (exp. 11/30/2008)

Part II: Supporting Pages Office of Public and Indian Housing PHA Name: Capital Fund Grant Number FFY of Grant Approval: 2008 SAN FRANCISCO HOUSING AUTHORITY CA39P00150108 AMPS Development Number General Description of Major Work Categories Dev. Acct Quantity Status of Proposed Total Estimated Cost Total Actual Cost Name/HA-Wide Activities No. Funds Funds Work² Original Revised¹ Obligated² Expended² NON-DWELLING EQUIPMENT Co-Located Fail-Over Computer Center Install (Phase 1) 150,000 1475 100% Computer Room/HVAC Upgrade 1475 100% 25,000 Transcriber System
Check Printer for Accounts Payable 1475 450 100% \$ 1475 100% 7,000 \$ Asset Management Training Equipment (Projector, video equipment, proj 1475 100% S 4,800 Car purchase for CFP Inspectors and PMs 1475 100% S 60,000 Subtotal Non-dwelling Equipment: \$ 247,250 \$ MANAGEMENT Improve security 1408 1,340,000 **IMPROVEMENTS** Community Supportive Services/OFH Staffing 1408 100% 710,000 \$ (@ 20% OF TOTAL GRANT) Asset Management training/Software enhancement 1408 100% 25,000 Subtotal Management Improvements: S 2.075.000 **ADMINISTRATION** Administration of CFP 10% of total Grant 1410 1,366,165 Subtotal administration \$ 1,366,165 FEES AND COSTS A/E Consultants 1430 As Req. 1,200,000 A&E staffing (Inspectors/Proj. Mgr) 1430 As Req. \$ 600,000 Subtotal Fees and Costs: 1,800,000 OPERATING SUBSIDY Operating Subsidy 1406 2,732,330 (@ 20% OF TOTAL GRANT)

Signature of Executive Director.

ian Sage, Interim Executive Director

Date

Signature of Public Housing Director

13,661,652 \$

Date

JUN 0 6 2008

TOTAL GRANT

Part III: Implementation S	al Fund Program Replacement Housing Factor (CFP/CFP	RHF)		and Urban Office of P	rtment of Ho n Developme Public and Indi	nt an Housing		OMB Approval No. 2577-0157 (exp. 11/30/2008)
PHA Name: SAN FRANCISCO HOUSING AU	JTHORITY				e and Number d Program No:		0108	Federal FY of Grant: 2008 CFP
	Development Number	All F	und Obliga	ted	All Fi	unds Expen	ded	Reasons for Revised Target Date:
1	Name/HA-Wide Activities	(Quart	er Ending I	Date)	(Quar	ter Ending D	Date)	
		Original	Revised	Actual	Original	Revised	Actual	
1-951-01								
CAL 1-1, Holly Courts	Exterior Improvements, painting	7/17/2010			7/17/2012			
1-951-03								
CAL 1-3, Sunnydale	Site work. Erosion stabilization	7/17/2010			7/17/2012			
	Hand rails replacement	7/17/2010			7/17/2012			
2-952-02	·							
CAL 1-2 Potrero Terrace	Site Electrical Improvements (Phase I)	7/17/2010			7/17/2012			
3-953-07								
CAL 1-9, Westbrook	Bathrooms repairs/improvements (Phase I)	7/17/2010			7/17/2012			
	Landscaping and irrigation	7/17/2010			7/17/2012			
3-953-11								
CAL 1-16, Alemany	Kitchen sink and countertop replacement (Phase	7/17/2010			7/17/2012			
3-953-12								
CAL 1-17A, Hunters' Point	Tree Trimming	7/17/2010			7/17/2012			
4-954-15								
CAL 1-18(3) Hunters' View	Relocation	7/17/2010			7/17/2012			
	Vacant Unit Repairs	7/17/2010			7/17/2012			
5-955-24								
CAL 1-36, 227 Bay Street	Ventilation System	7/17/2010			7/17/2012			
6-956-06								
CAL 1-8, Westside Courts	Water main and sewer improvements (Phase I)	7/17/2010			7/17/2012			
6-956-41								
CAL 1-29, 345 Arguello St.	Ventilation System	7/17/2010			7/17/2012			
7-957-47								
CAL 1-39 B, 951 Eddy St.	Sewer Improvements	7/17/2010			7/17/2012			
Signature of Executive Director			Date		Signature of I	Public Hous	ing Directo	pr
Mirian Salez, Interim Executive Dir	rector	JUN	0 6 20	800	x			

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

²To be completed for the Performance and Evaluation Report.

PART III: Implementation Sch PHA Name: SAN FRANCISCO HOUSING AUTH				Grant Type	Public and India e and Number d Program No:		0108	Federal FY of Grant:
		1						2008 CFP
	evelopment Number	1,100,000	und Obliga		Contract of the contract of th	inds Expend		Reasons for Revised Target Date
Nar	me/HA-Wide Activities		er Ending I			er Ending D	-	
8-958-43		Original	Revised	Actual	Original	Revised	Actual	
	Fire alarm system	7/17/2010			7/17/2012			
CAL 1-19 (2), 1750 McAllister St.	The dialin system	771772010			111112012			
9-959-25								
CAL 1-27, 350 Ellis St	Ventilation System	7/17/2010			7/17/2012			
Disa san a	HA-Wide Lead Abatement	7/17/2010			7/17/2012			
PHA-Wide:	HA-Wide Asbestos Abatement	7/17/2010			7/17/2012			
	Mold and Mildew Remediation	7/17/2010			7/17/2012			
	Blood-born pathogens decontamination	7/17/2010			7/17/2012			
	HA-Wide 504/ADA reasonable accommodations	7/17/2010			7/17/2012			
	HA-Wide fire unit repair	7/17/2010			7/17/2012			
	HA-Wide New appliances	7/17/2010			7/17/2012			
	HA-Wide Sidewalk repair/replacement and	7/17/2010			7/17/2012			
	fences (FA)	771772010			7/11/2012			
	HA-Playground repairs/replacement	7/17/2010			7/17/2012			
	Hardwire smoke detectors	7/17/2010			7/17/2012			
***	Elevator upgrades	7/17/2010			7/17/2012			
	Surveillance cameras	7/17/2010			7/17/2012			
	Relocation	7/17/2010			7/17/2012			
	Landscaping	7/17/2010			7/17/2012			
	Rooftop ventilation	7/17/2010			7/17/2012			
	Electrical Improvements	7/17/2010			7/17/2012			
	Plumbing Improvements	7/17/2010			7/17/2012			
	HVAC Improvements	7/17/2010			7/17/2012			
	Vacant Unit Rehabilitation (FA)	7/17/2010			7/17/2012			
	HA Wide interior common space improvements,	7/17/2010			7/17/2012			
	Gutter/Downspout replacement	7/17/2010			7/17/2012			
	Replacement Housing and Revitalization	7/17/2010			7/17/2012			
Signature of Executive Director	tor	JUN 0	Date		Signature of I	Public Housi	ng Directo	г

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

²To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Capital Fund Program and Capital F Part III: Implementation Sch	und Program Replacement Housing Factor (CFP/CFF	PRHF)		and Urbar	rtment of Ho n Developme ublic and Indi	nt		OMB Approval No. 2577-0157 (exp. 11/30/2008)
PHA Name: SAN FRANCISCO HOUSING AUTH	ORITY				e and Number d Program No:)108	Federal FY of Grant: 2008 CFP
De	evelopment Number	All F	und Obliga	ted	All Fu	unds Expend	ded	Reasons for Revised Target Dates
	ne/HA-Wide Activities	(Quarte	er Ending	Date)	(Quar	ter Ending D	ate)	
		Original	Revised		Original	Revised	Actual	
NON-DWELLING EQUIPMENT	Co-Located Fail-Over Computer Center Install (Phase 1)	7/17/2010			7/17/2012			
	Computer Room/HVAC Upgrade	7/17/2010			7/17/2012			
	Transcriber System	7/17/2010			7/17/2012			
	Check Printer for Accounts Payable	7/17/2010			7/17/2012			
	Asset Management Training Equipment (Projector, video equipment, projection screen, video cart)	7/17/2010			7/17/2012			
	Car purchase for CFP Inspectors and PMs	7/17/2010			7/17/2012			
MANAGEMENT	Immercia a consiste							
IMPROVEMENTS	Improve security Community Supportive Services/OFH Staffing	7/17/2010			7/17/2012			
(@ 20% OF TOTAL GRANT)	Asset Management training/Software enhancement	7/17/2010			7/17/2012			
ADMINISTRATION	Administration of CFP 10% of total Grant	7/17/2010			7/17/2012			
FEES AND COSTS	A/E Consultants	7/17/2010			7/17/2012			
ELO AND COOTS	A&E staffing (Inspectors/Proj. Mgr)	7/17/2010			7/17/2012			
OPERATING SUBSIDY	Operating Subsidy	7/17/2010			7/17/2012			
(@ 20% OF TOTAL GRANT)								
Signature of Executive Director			Date		Signature of	Public Hous	ina Directo	or .
Mirian Saez, Thtener Executive Direct	tor	JUN	0 6 20	008	X	. 3010 11000		

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

²To be completed for the Performance and Evaluation Report.

Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) San Francisco Housing Authority (CA001) (herein called the "PHA")

and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) SF-255 dated: 8/27/1964 Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families: for Fiscal Year 2008 to be referred to under Capital Fund Grant Number CA39R00150108 PHA Tax Identification Number (TIN). On File Whereas, HUD and the PHA are entering into the CFP Amendment Number Now Therefore, the ACC(s) is (are) amended as follows: 4. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in the capital and management activities, HUD agrees to disburse to the 1. The ACC(s) is (are) amended to provide CFP assistance in the amount PHA or the designated trustee from time to time as needed up to the specified above for capital and management activities of PHA amount of the funding assistance specified herein. developments. This amendment is a part of the ACC(s). 5. The PHA shall continue to operate each development as low-income 2. The capital and management activities shall be carried out in housing in compliance with the ACC(s), as amended, the Act and all HUD accordance with all HUD regulations and other requirements applicable to regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities and for a period of forty years after the Capital Fund Program. the last distribution of CFP assistance for development activities. However, the provisions of Section 7 of the ACC shall remain in effect for 3. (Check one) so long as HUD determines there is any outstanding indebtedness of the a. In accordance with the HUD regulations, the Annual PHA PHA to HUD which arose in connection with any development(s) under Plan has been adopted by the PHA and approved by HUD, and may be the ACC(s) and which is not eligible for forgiveness, and provided further that, for a period of ten years following the last payment of assistance amended from time to time. The capital and management activities shall be carried out as described in the Annual PHA Plan Capital Fund Annual from the Operating Fund to the PHA, no disposition of any development covered by this amendment shall occur unless approved by HUD. Statement. 6. The PHA will apply for the entire CFP assistance amount for this FY. If b. The Annual PHA Plan has not been adopted by the PHA the PHA does not comply with any of its obligations under this and approved by HUD. The PHA may use its CFP assistance under this Amendment and does not have its Annual PHA Plan approved within the contract for work items contained in its 5-Year Plan, before the Annual period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate PHA Plan is approved. all work described in the Capital Fund Annual Statement of the Annual For cases where HUD has approved a Capital Fund Financing PHA Plan. In such case, the PHA shall only incur additional costs with Amendment to the ACC (CFF Amendment attached), HUD will deduct the HUD approval. payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds 7. Implementation or use of funding assistance provided under this Amendment is subject to attached corrective action order(s). due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date. Whether 3.a or 3.b is selected above, the 24 month time period in (mark one): No which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Untied States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP 8. The PHA acknowledges its responsibility for adherence to this assistance pursuant to section 9(j)(5) of the Act starts with the effective Amendment by subgrantees to which it makes funding assistance herein date of this CFP amendment (the date on which CFP assistance becomes available. available to the PHA for obligation). The parties have executed this Agreement, and it will be effective on 6/13/2008. This is the date on which CFP assistance becomes available to the PHA for obligation. U.S. Department of Housing and Urban Development PHA Executive Direc Ву By Date: Title Title



3. 2008 REPLACEMENT HOUSING FUND (RFH)

Annual Statement/Performance and Evaluation Report

Capital Fund Program - CFP 2007 REPLACEMENT HOUSING FACTOR (CFP-RHF) - FIRST INCREMENT

Part II: Supporting Page	ages
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PHA Name: SAN FRANCISCO HOUS	SING AUTHORITY		and Number ent Housing	Facto	r Grant No:	CA39R0015010	8	Federal FY of Grant: CFP 2008 (RHF	
Development Number	General Description of Major Work	Dev. Acct No.	Quantity		Total Estima	ated Cost			
Name/HA-Wide Activities	Categories			(Original	Revised ¹	Funds Obligated ²	Funds Expended ²	Status of Work
CAL 1-18(3), Hunters View	Additional funding to build new Public Housing units.	1499	100%	\$	461,179				
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Signature of Executive Director X Mirian Saez, Interim Exe		Date UN 0 6 20	008	Signa	ature of Publi	c Housing Dire	ctor/Programs A	dministrator	al pr

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (exp. 11/30/2008)

Federal FY of Grant: Grant Type and Number PHA Name: Replacement Housing Factor Grant No: CA39R00150108 CFP 2008 (RHF) SAN FRANCISCO HOUSING AUTHORITY ✓ Original Annual Statement: Revised Annual Statement/Revision Number. Reserve for Disasters/ Emergencies Performance and Evaluation Report for Program Year Ending: Final Performance and Evaluation Report Line Summary by Development Account Total Estimated Cost **Total Actual Cost** No. Original Revised Obligated Expended Total non-CFP Funds 1406 Operations (May not exceed 20% of line 20) 1408 Management Improvements (May not exceed 20% of line 20) 3 \$ \$ 1410 Administration (May not exceed 10% of line 20) 4 \$ \$ \$ 1411 Audit S 6 1415 Liquidated Damages -1430 Fees and Costs \$ 1440 Site Acquisition 8 \$ \$ \$ \$ 9 1450 Site Improvement 10 1460 Dwelling Structures \$ 11 1465.1 Dwelling Equipment—Nonexpendable \$ 1470 Nondwelling Structures 12 13 1475 Nondwelling Equipment \$ \$ \$ \$ 14 1485 Demolition \$ \$ \$ -15 1490 Replacement Reserve 16 1492 Moving to Work Demonstration \$ S 17 1495.1 Relocation Costs \$ \$ 18 1499 Mod used for Development \$ 461,179 19 1502 Contingency (May not exceed 8% of line 20) \$ 20 Amount of Annual Grant (Sum of lines 2-19) \$461,179 \$0 \$0 \$0 21 Amount of line 20 Related to LBP Activities Amount of line 20 Related to Section 504 compliance 23 Amount of line 20 Related to Security Amount of line 20 Related to Energy Conservation Measures 24 Signature of Executive Director Signature of Public Housing Director Date JUN 0 6 2008 Mirian Saez, Interim Executive Director

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

²To be Completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program - CFP 2008 REPLACEMENT HOUSING FACTOR (CFP-RHF) - FIRST INCREMENT 2008 CFP-RHF Part III: Implementation Schedule Grant Type and Number Federal FY of Grant: PHA Name: 2008 CFP (RHF) Replacement Housing Factor No: CA39R00150108 SAN FRANCISCO HOUSING AUTHORITY Reasons for Revised Target Dates All Funds Expended All Fund Obligated Development Number (Quarter Ending Date) (Quarter Ending Date) Name/HA-Wide Activities Original Revised Actual Original Revised Actual Additional funding to build new Public 8/18/2012 CAL 1-18(3), Hunters View 8/18/2010 Housing units. Signature of Public Housing Director/Programs Administr Date Signature of Executive Director Date JUN 0 6 2008

Mirian Saez Interim Executive Director

NARRATIVE

This Narrative sets forth the San Francisco Housing Authority (SFHA) overall capital improvement strategy for modernization, new construction, and replacement housing with highlights of the proposed 2008 Capital Fund Program (CFP) and Replacement Housing Factor (RHF) implementation, and plans for revitalization of public housing sites.

I. INTRODUCTION

The SFHA is the largest landlord in the City of San Francisco. With over 6,200 public housing units and over 7,000 Section 8 Voucher holders it is the primary sources of housing for very low-income households. Operating subsidies and modernization funds provided by the Federal government on an annual basis have not been adequate, resulting in obsolescence and deterioration at many properties. Increased Federal support, innovative local financing techniques, energy conservation measures, property management and maintenance transition to Asset Management, resident involvement, and economic opportunities for residents are all required to stabilize, maintain, and improve this valuable supply of affordable housing. In addition, long-range plans are being pursued to rebuild sites into mixed-income communities and make better use of underutilized sites and portions of sites. These goals, which are consistent with the City's Consolidated Plan, are being pursued in collaboration with residents, community representatives and City agencies.

The SFHA Commission, Executive Director, Resident Advisory Board (RAB) and staff have involved residents throughout the development and prioritizing of these CFP, RHF and revitalization plans. A letter inviting all residents and resident leaders to participate was mailed on March 23, 2008 to encourage residents of Section 8 and conventional (public) housing to attend the 2008 PHA Annual Plan Submission Review Process meetings. This partnership began with a SFHA staff meeting with residents and resident leaders to discuss the plan and its requirements, program goals and objectives, and implementation timelines. A CFP/HOPE SF (Modernization and New Construction) RAB subcommittee was created at the first meeting. Residents participated in and advised on all activities required to complete the 2008 CFP/RHF/Revitalization portions of the PHA Plan Application. Two other RAB sub-committees were formed; a Section 8-focused RAB sub-committee to discuss the Section 8 Administrative Plan and a SFHA eligibility sub-committee focusing on changes proposed to the SFHA's Admissions and Continuing Occupancy Policy (ACOP). Subsequently, these RAB subcommittees met on four other occasions to discuss the progress of the plan and attend a public hearing to receive feedback from the community. Two meetings with Community Partners and three SFHA in-house staff meetings were also held to inform these groups of RAB recommendations and to assure public and staff input.

II. IDENTIFICATION OF PHYSICAL AND MANAGEMENT NEEDS (based on the 2007 Comprehensive Physical and Management Needs Assessments as updated with resident and staff input):

The SFHA is continually evaluating physical and management needs for all forty-six public housing developments. The identification process started in 1990 with the hiring of two consulting firms to prepare formal physical and management needs assessments. These original Management and Physical Assessment Plans were presented in the 1991 CGP Submittal. In 1997 they were updated with the guidance and assistance of the U.S. Department of Housing and Urban Development (HUD) Intervention and Recovery Teams.

In 2002, a new, Comprehensive Physical Needs Assessment was developed with input from residents, resident organizations, and SFHA staff in an effort led by the Consultant, DLR Group. The DLR Group was hired back in 2007 to update the Needs Assessment with more current information. The review and prioritizing of the 2007 needs assessment was completed with input from the RAB in 2007 comprised of Resident leaders, Residents, and Staff members.

The SFHA's 2007 Comprehensive Physical Needs Assessment determined the immediate needs of modernization needs to be \$269 M, up \$74 M from the 2002 estimated needs of \$195 M. Since over \$35 M in capital improvements were made during this period, the annual accrual rate of needs has been about \$15 M per year. Since the HUD funds available for modernization are a little over \$7 M per year, the SFHA's developments will continue to deteriorate unless significant intervention occurs with leveraged financing for rehabilitation and redevelopment of the most distressed sites.

In 2005 the SFHA contracted the Nelrod Company to perform a Qualified Energy Audit in accordance with the methodology presented in HUD publications "HUD Rehabilitation Energy Guidelines for Multi-Family Dwellings" (1996), "HUD Rehabilitation Energy Guidelines for One to Four Family" (Sept. 1996), and "Energy Conservation for Housing: A Workbook (1998). In an effort to improve the energy efficiency of its properties and finance energy related capital improvements, the SFHA prepared an Energy Plan in 2007 and in 2008, selected an Energy Services Company for Energy Performance Contracting.

III STRATEGY STATEMENT

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

This overall strategy is consistent with the needs of SFHA and reflects the urgency of each work item and the priorities as identified by both residents and staff members of the RAB. The strategy also reflects those items that are mandated by law, local and federal regulations or previous commitments made by the SFHA. The strategy that has been developed for this program is in accordance to the needs identified in Section II.

MODERNIZATION AND MANAGEMENT IMPROVEMENT

PRIORITY ONE: MANDATORY PHYSICAL & MANAGEMENT IMPROVEMENTS

- a) Lead Based Paint (LBP) abatement or in-place management activities.
- b) Asbestos Containing Material (ACM) abatement activities.
- c) Mold and Moisture abatement.
- d) Modification of apartments and common areas for use by disabled to comply with ADA and/or 504 requirements.
- e) Emergency improvements for life safety problems, and property stabilization by addressing leaking roofs and waterproofing buildings exterior.
- f) Management improvement activities required by legal settlement, HUD audit finding, or identified by HUD's PHAS.
- g) Completion of Comprehensive modernization activities funded through CFP

PRIORITY TWO: URGENT PHYSICAL & MANAGEMENT IMPROVEMENTS

- a) Emergency improvements such as chronic malfunctioning elevators, correction of hazardous conditions, etc.
- b) Identification and proper abatement of potentially toxic materials and unhealthy conditions. Specific activities would include testing and abatement of asbestos, lead, chronic mildew, etc. Repair/replacement/installation of ventilation systems.
- c) Improvements that will enhance the security of residents. Such activities would include installation of vandal resistant security lighting, security grills, surveillance equipment, gates, etc.
- d) Control of criminal activities. Such activities would include continuation of the successful public safety program of expanded patrols of San Francisco police officers at selective SFHA sites that have known criminal actives.

PRIORITY THREE: SERIOUS PHYSICAL & MANAGEMENT IMPROVEMENTS

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

REMAINING PHYSICAL, MANAGEMENT, AND OTHER NEEDS

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

- a) Management Issues timely street cleaning, tree pruning, sidewalk repair, antivandalism strategies, appropriate trash collection system, proper cleaning of site, on-site security, site resident monitors, neighborhood programs to monitor loitering, recycling programs for each site, TA offices for the senior developments, and graffiti abatement, among others.
- Maintenance Issues- clean up of playground facilities, better maintenance programs for elevators and boilers, availability of maintenance workers who live in the city during emergency calls, intercom systems for all the senior developments, new furnishings for public areas when needed, well maintained doors and windows, proper graffiti abatement, addition of weather stripping on all doors, addition of handrails to dangerous areas/ areas with seniors, add landscape irrigation system, timely maintenance response, kitchen cabinet repair, wall heater replacement, general unit improvements and need for new appliances, among others.
- c) Self-Sufficiency Issues family planning services, senior care services, agespecific programs for children, summer programs, lunch programs, resident-owned businesses, social service programs, computer resource centers at all family developments and some senior developments, on-site activities/ programs for the senior developments, TA/ RMC monitoring and coordination, monitoring of TA/ RMC elections process, resident involvement in the expenditure of programs such as DEP, etc., and transportation arrangements for seniors, among others.

ADDRESSING DEVELOPMENTS WITH HIGHER NEEDS

Where many serious improvements are needed and the repair, replacement or redesign of major building elements will require the temporary relocation of families to allow for the work to proceed, a comprehensive rehabilitation approach was developed. All-important physical problems will be addressed at that time, funding permitting to maximize the efficiency and long-range success, and to reduce overall cost associated with such efforts. When family relocation is not required and improvements can be completed without major disruptions, funding permitting, a sequenced rehabilitation approach will be followed.

COORDINATED ACTIVITIES TO ENSURE EFFICIENCY

When work items are to be completed at different times at one particular development, activities are sequenced to maximize efficiency. Building exteriors are not repainted until lead-based paint testing has been completed, for example. No completed work should have to be disturbed to address a subsequent non-emergency work item. This strategy may vary according to the condition of the building.

When special mobilization is required to address an item that is needed at several developments, the inclusion of all of these developments into a single effort will be considered.

Maintenance and management issues brought up at the RAB meetings and citywide public hearings shall be referred to the appropriate departments, including Maintenance and Management.

CAPITAL FUND PROGRAM PLANS FOR FY 2008

The Physical Improvement goals outlined below focus on completion of capital improvements in progress, urgently needed work, and mandated improvements, all with energy conservation measures where cost effective:

- Urgently needed infrastructure improvements including: water main replacement; heating, plumbing, and boiler replacements; site electrical improvements; concrete restoration; roofing; waterproofing; and paving repairs.
- Interior unit upgrades including: kitchen sink and countertop replacement; range, refrigerator and cabinet replacement; asbestos, lead and mold abatement; and 504/ADA reasonable accommodations.
- Modernization of senior and family developments including: elevator upgrades; hardwire smoke detector installations; fire alarm system upgrades, accessibility modifications; sidewalk repairs; exterior painting; and common space improvements.

Based upon the Qualified Energy Audit, the SFHA is pursuing cost effective opportunities for saving energy, subject to fund availability, through Physical Improvements on work items such as: equipment replacement, appliance procurement, and significant renovations to units and buildings. Work included in the SFHA's Five Year CFP Plan includes:

- Heating/cooling/DHW/distribution system replacement at Alice Griffith, Westside Courts, 1880 Pine, and 363 Noe Street.
- Replacement and upgrades to mechanical systems with high maintenance operational costs PHA Wide and at Potrero Terrace, Potrero Annex, Sunnydale, Alemany, Hunters Point and Alice Griffith:
- Window replacements for JFK Towers, 666 Ellis Street, 939 Eddy Street and 363 Noe Street;
- Dwelling equipment replacement in SFHA's Five Year Capital Fund Program (CFP) Plan; and,
- Central laundry improvements at various sites are planned.

The Management Improvements (MI) goals include security and police protection, public housing authority (SFHA-wide) computer software upgrades, and the implementation of a resident employment/economic self-sufficiency program.

The proposed work for the 2008 CFP complements and completes tasks in progress that are part of the 2008 Performance and Evaluation Report under the 2004, 2005, 2006 and 2007 Capital Fund Programs outlined below:

• Exterior and interior stabilization of lead based paint, site improvements at family developments, and asbestos abatement at senior and family developments.

- 504/ADA (Americans with Disabilities Act) accessibility modifications to apartments and common spaces and continuing upgrades to both senior and family developments.
- Major work to be completed: boiler and hot waterline replacement; heating system
 improvements; waterproofing and structural repairs; window replacement; exterior painting;
 security gate and lighting improvements; disability modifications to apartments and common
 areas; range and refrigerator replacement; asbestos removal; utility line replacement; and site
 improvements.
- Elevator repair and upgrades; fire alarm system and hardwire smoke detector installation; and at senior developments, stand by generator installations.
- Vacant unit rehabilitation.

In addition to modernizing existing public housing units, the SFHA has also developed revitalization and replacement housing strategies to preserving deteriorated low-income units it manages through revitalization and replacement.

With a CFP allocation of approximately \$13.5 million each year, the SFHA will never be able to fully address these needs through this program alone. In addition, the extent of the physical problems, the inappropriateness of existing site plans, and obsolescence of building designs at many SFHA developments would make extensive repairs at these communities an ineffective long-term strategy.

REVITALIZATION AND DISPOSITION

This PHA Plan also delineates the strategies to achieve improvements above and beyond the financial capacity of CFP and RHF allocations. The SFHA established an agency goal of pursuing every opportunity available to demolish and rebuild obsolete public housing units in San Francisco. The strategies propose the use of public and private funding that might become available, creating alternative ways to rebuild public housing, and disposing of underutilized property to increase Authority resources. They are consistent with the City and County of San Francisco Consolidated Plan that identifies a serious shortage of affordable housing opportunities and need to maintain a stock of housing for very low-income households.

In the fall of 2006, San Francisco's Mayor Gavin Newsom and Supervisor Sophie Maxwell selected a broad-based task force to provide recommendations for addressing conditions in San Francisco's most distressed public housing while also enhancing the lives of its current residents based on the successful HOPE VI model. Their collective mission was to identify ways to "Rebuild the City's most distressed public housing sites, while increasing affordable housing and ownership opportunities, and improving the quality of life for existing residents and the surrounding communities"

The HOPE SF Task Force developed the guidelines outlined below as major initiatives for funding, collaboration, and partnership. The SFHA's revitalization and disposition priorities are consistent with these guidelines.

- 1. Ensure No Loss of Public Housing, with the possibility of phasing the rebuilding of the sites to provide for on-site relocation
- 2. Create an Economically Integrated Community
- 3. Maximize the Creation of New Affordable Housing
- 4. Involve Residents in the Highest Levels of Participation in Entire Project
- 5. Provide Economic Opportunities Through the Rebuilding Process
- 6. Integrate Process with Neighborhood Improvement Plans
- 7. Create Environmentally Sustainable and Accessible Communities
- 8. Build a Strong Sense of Community

PRIORITY ONE: PURSUE REDEVELOPMENT OPPORTUNITIES THROUGH DISPOSITION, DEMOLITION AND RECONSTRUCTION OF THE MOST OBSOLETE SITES Based on obsolescence, high capital improvements needs and identified potential for developing new mixed-income communities, these sites have been identified as opportunities for public housing replacement, affordable rental housing, first time homeownership units, and market rate housing: Hunters View, Westbrook, Hunters Point, Potrero Terrace, Potrero Annex, Westside Courts, Sunnydale, Velasco, Alice Griffith and Alemany.

PRIORITY TWO: PURSUE PRESERVATION, MODERNIZATION AND IN-FILL HOUSING (LONG TERM GROUND LEASE OR SALE) The sites that have been identified with underutilized areas include Rosa Parks, JFK Towers, 1750 McAllister, Alemany and Woodside Gardens.

PRIORITY THREE: PURSUE DISPOSITION OF CERTAIN SCATTERED SITE AND UNDERUTILIZED PORTIONS OF PROPERTIES 75-77 Coleridge, 275 Thrift, 101-103 Lundy's Lane, and 200 Randolph, along with underutilized portions of 1750 McAllister, JFK Towers, and Alice Griffith.

REVITALIZATION PLANS FOR FY 2008

- Redevelop the seven most obsolete and dilapidated low density family sites with potential for one-for-one replacement of the public housing plus other affordable, first-time homebuyer, and market housing, reducing the modernization need from \$269.1 M to \$112 M (Hunters View, Alice Griffith, Potrero Terrace/Potrero Annex, Hunters Point, Sunnydale/Velasco, Westbrook, and Westside Courts). The SFHA has had enormous success with this strategy at five HOPE VI sites that now has new public housing in developments with a total of 1,148 mixed-income units. The SFHA released Requests for Qualifications for developers to rebuild these sites in 2003 and 2007. The Hunters View family units in the Bayview Hunters Point southeast part of the City was selected as the first site to be revitalized, followed by Potrero Terrace/Potrero Annex, Sunnydale/Velasco and Westside Courts. The SFHA is negotiating with the selected development teams for the revitalization of these sites.
- Make available for development underutilized land areas at four developments (Rosa Parks, 1750 McAllister, JFK Towers and Woodside. Receiving compensation for making this land available for development would provide the Authority with resources to meet its immediate financial needs and leverage additional funds for capital improvements. The SFHA is

negotiating with a development team that was selected to build up to 100 new apartments for senior and developmentally disabled households on an underutilized portion of the Rosa Parks site under a long term ground lease agreement with a prepaid capitalized ground lease payment. Improvements to the Rosa Parks site will be pursued in conjunction with the development of new housing.

 Sell dilapidated scattered sites properties that are not cost effective to maintain (Coleridge, Thrift, Lundy and Randolph), reducing the immediate capital needs sales proceeds for rehabilitation of other sites. The SFHA is already pursuing the disposition of some of these properties.

RESIDENT HIRING

For all job tasks and contracts that are over a certain amount and subsidized with federal dollars, the maximum number on public housing residents will be hired as part of the on-site work, and will be trained according to their skills, performance evaluation and desire to acquire job experience in either building trades, landscaping or administrative/ clerical positions. The goal will be to assist these residents to become self-sufficient, so that they can move on to jobs outside of the SFHA. Any contractors with the SFHA will be required to provide resident hiring per San Francisco Housing Authority Policies and Section 3 federal requirements.

IV. RESIDENT PARTNERSHIP PROCESS SUMMARY:

PREPARATION OF CAPITAL FUND PROGRAM 2008 ANNUAL SUBMISSION

The San Francisco Housing Authority has consistently involved residents in the development of modernization funding applications. The following are activities involving resident notifications and meetings regarding the 2008 Capital Fund Program Annual Submission.

On March 23, 2008, a letter and survey form translated in five (5) languages, was sent to Resident leaders, Tenant Associations, RMC's and Citywide Public Housing and Section 8 Residents informing them of the 2008 Public Housing Authority (PHA) Plan, annual submittal and its requirements. Over 13,000 families were summoned to meet at the West Bay Conference Center, located at 1230 Fillmore Street, San Francisco.

On April 16, 2008, a meeting was held with residents and resident leaders from Section 8 and public housing developments throughout the city. At this meeting the overall PHA Plan submittal process and requirements were discussed and an invitation to join the RAB was suggested. The role of this RAB would be to ensure resident participation throughout the application development process.

On April 22, 2008, Sub-Committees were established to discuss the different areas to be covered by the PHA Plan submittal. The CFP/HOPE VI subcommittee was established; along with two other RAB sub-committees, a Section 8-focused RAB sub-committee to discuss the Administrative Plan and a SFHA eligibility sub-committee focusing in changes proposed to the existing eligibility policies. The first meeting of these committees was held on this date. The RABs reviewed and discussed the Annual Submission application schedule and process.

On April 29, 2008, the second meeting of the RAB subcommittees was held. The RAB reviewed and discussed the program's strategy and priorities. The 2008 CFP/HOPE VI and Modernization strategies and priorities were defined. All Physical and Management Improvement items submitted for 2008 Annual Statement were reviewed and prioritized

On May 6, 2008, the third meeting of the RAB subcommittees was held. The 2008 Five-Year Plan strategies and priorities were defined. All Physical and Management Improvement items submitted for 2008 Five-Year Plan were reviewed and prioritized. The overall application schedule and process was then reviewed. The details of the Public Hearing were discussed and plan for a presentation by the RAB subcommittees was discussed. The RAB approved the proposed 2008 CFP Annual Statement and Five Year Plan as presented and discussed at this meeting.

On May 13, 2008, the fourth meeting of the RAB subcommittees was held. The Performance and Evaluation Report for the 2002/03/04/05 Capital Fund Program were presented. The Committee then reviewed the budgets with specific modernization items listed. After discussion, the four program reports were approved.

On May 28, 2008, a Public Hearing on the 2008 PHA Plan Annual and the Capital Fund

Program Submission was held at the West Bay Conference Center in the Fillmore District. All public housing residents were notified of this meeting by mail on May 8, 2008. The Public Hearing was advertised on local newspapers on April 29, 2008. Drafts of the 2008 PHA Plan and CFP annual Statement, revised Five-year Plan and Performance and Evaluation reports were posted at all Property Managers' Offices, Tenants Associations' Offices and SFHA management offices at 440 Turk and 1815 Egbert Avenue for public review during 45 days previous to this Public Hearing. The Plan's issues were presented and results were discussed in detail.

On June 12, 2008, SFHA staff presented the 2008 PHA Plan Annual Submission to the SFHA Commission Board for review and approval.

On July 18, 2008, the approved, Final 2008 PHA Plan and its attachments will be submitted to the local, United States Housing and Urban Development (HUD) office for approval.

V. LOCAL GOVERNMENT REVIEW

The SFHA has been participating in the city of San Francisco's Comprehensive Housing Affordability Strategy (CHAS) since early 1991. This group was coordinated by the Mayor's Office of Housing (MOH) and included numerous other city agencies, community-based housing development organizations, housing advocacy groups and service providers and SFHA. In late 1997, a CHAS Public Housing Subcommittee was created and sponsored by the SFHA - it met on a monthly basis, the second Tuesday of the month. This CHAS Subcommittee was extremely influential in assessing and reviewing of issues and gave support to the SFHA's tasks at hand, including HOPE VI, Modernization, and the SFHA's approach to development activities. The effort also provided an unprecedented continuous support from city agencies, non-profits and other stakeholders.

SFHA needs, based on the 2002/04 and 2007 Comprehensive Plan for Physical Improvements and the 2002/04 Comprehensive Management Assessment Report and Improvement Plan have been discussed in the context of this citywide comprehensive housing planning process and were developed in consultation with the CHAS Subcommittee. Long-range SFHA goals and information on the total SFHA physical and management improvement needs were presented and reviewed by the group and made available at the management offices for their review. As new SFHA plans for improvements were developed and as funding was identified, additional improvements to the priority plan were forged.

Under the leadership of the Executive Director, SFHA's 2008 PHA Plan implementation will reevaluate needs and develop subsequent annual plans, and will continue to be coordinating with the Mayor's Office of Housing, Mayor's Office of Community Development, the San Francisco Redevelopment Agency, and other city agencies and stakeholders.



4. 2008 AMENDED FIVE-YEAR ACTION PLAN

Capital Fund Program (CFP) 2008 - 2012 Five-Year Action Plan Part I: Summary

U.S. Department of Housing

OMB Approval No 2577-0157 (exp. 11/30/2008)

and Urban Development Office of Public and Indian Rousing

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1-951-03	CAL 1-3, Surinydale		\$200.000	\$200.000	\$200,000	\$200,000
1.951.43	CAL 1-18 (7) Hayes Valley, Velasco		SC	8	S	3
2.952.02	SAL 1-2 Palenc Tenace		\$150,669		\$150,000	\$250 000
2-952-08	CAL 1-19, Potrere Annex		\$150,000	5500	\$100,00B	EXX.00148
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4-954 15	C21 1/26(4) Albe Option		\$60,000	\$150,000	\$120,000	\$590,000
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6-936-0	CAL 1-8. Westgate Courts		\$250,000	900 000	\$100,000	300 000
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7.557-36	CAL 133, 275 TANK		\$158,000	08	8	S.
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CMB Approval No. 2577-0157 (0xp, 11/30/2008)

> U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Capital Fund Program (CFP) 2008 - 2012

Five-Year Action Plan

Part I. Summary

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Subtotal of Estimated Cost | \$14,310,000

Signature of Executives,

	West Statement for Year 5
Part II. Supporting Pages Physical Needs Work Statement(s) Capital Fund Program (CFP)	Wark Statement for Year 4

Part II. Supi Physical Ne Capital Fun	Part II. Supporting Pages Physical Needs Work Statement(s) Capital Fund Program (CFP)	and Urban Development Office of Public and Indian Housing	velopinent ic and India	n Housing		
	Work Statement for Year 4			Visor, Statement for Year 5 2012		
	ne-'Geryeral	Quantity	Estimated [Development Number/Name/General (Description of Mainy Work Charlette	Quantity	Estmated Costs
				The second secon		
	L.A. 1-1, Holy Cours Interior Unit Rehabilistion (Phase iff)	As Rea	\$460 000	attitutor (Fhase IV)	As Rec	0000
	55-1		***************************************	A SECTION OF THE PROPERTY OF T		
	CAL 13 SUMYCHE PRING PRING PRING PRING PRING PRING PRING ST. Electron Improvements (Pringe 3)	A 5	\$100 000	CAL 1.3. 24 Uncert Plumbing inpervenents (Phase 4) Electrical improvements (Phase 4)	As Red As Rud.	\$160,600 \$160,600
	1-957-48 245-1-13 (Z), Hanse Varies, Vales (2008-20)			Cal. 1.18.17), Haxes, Valey, Volseco.		
orestation encreament and a contract of the co	2.952.02 CAL 1-2 Povero Terrace Plannoing improvements (Phase 2)	As Reg	2007.75	2-95.02 CAL 1:2 Poreno Terrace Erosion Statrioration	As Reu	\$250,000
.va.	2.285.08			2,957,46 7,457,46 7,41,410 Defends Revery	>:>:xxxxxx	
	L.AL. 1-16, Foliato Afries, Phase 3/ Plandag more-mens (Phase 3/ Eactrical, improvements (Phase 3)	As Rec	0.00 05.00 0	Plumbing improvements (Phase 4) Flectingal improvements (Phase 4)	As Rec	\$50,000 \$50,000
	2-643-67 MASSINGOLE	A. A	T. C.			
	Plumbing improvements (Phase 2) Electrical improvements (Phase 2)	As rec	\$50 000 \$50 000	Plumbing inprovements (Phase 3) Electrical Improvements (Phase 3)	2. A 18. A 1	\$50,000
			***	3.553.11 3.553.11 3.503.11		
	K.24. 1.5. Alemana Plumbins, increvements (Phase 2) Electrical improvements (Phase 2)	As Reg As Reg	\$50 000 \$50 000	Syemetre (Prace 3)	As Red As Red	\$50,000
	G-9530-12		101 C	3.959012 2.813012 Arrelate Read		
	N.A.L. Ho, Humars Pour Plumbing inprovements (Phase 3) Electroal Improvements (Phase 3)	As Req As Req	\$75.000	Pulling Improvements (Phase 2) Electrod and over enfs (Phase 2)	As Rec	\$75,000
	4-954-15 CAL 1-15(3) Hurlers, Yraw			4 954-15 OAL 1-14(3) Hungars Wew		
				# YE		
	A SEA-16 CAL 1.1864 Alice Cuffiff D. Lichard November (Physics 2)	A & R	9 O1	CAL-1871 Alte Gulffts Heatmacht water systems unclade	Š	000 005\$
	Electrical improvements (Phase 2)	As Rec	\$75 000			
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September Control		Date	200	Nacione of Public Houses Director Character of Native	l2	# # # # # # # # # # # # # # # # # # #
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***************************************	Work Stement for Year 4		Work Stelength for Year 5		Control of the Contro
	2011 Development Number/Name/General Description of Major Work Category	Quantity Estimated		Quantity	Estmated
	5-9-5-70 C4: 1.15, Png Xien		83	4600;	\$2.179,000
	CN. 1-18 (8), Phis Yuen North Whistows retinibilisation	28 636 28 - 5.001	5-45-5-13 CAL 1-15-61 Ping Y-en Nosti Elevator Ungrade	å	\$200 003
	5-005-23 CAL 1-15-11, 590 Pacfic Ave Boiler Replacement	000 097g	5-855-21 CAL 1-19 11, 950 Pacito Ave Range and Caburet Replanement	Ş	262 C9. 8
	5-95-24 CAL 139, 227 Bsy Street		9.955.34 OAL 1-36,227.Bay Sirest		
	6.956.06 CALT-8. Westade Courts. Plumbing improvements (Phase 1) Electrical improvements (Phase 1)	As Rec \$50 000 As Rec \$50 000	6-956-06 CAL 1-8 Westnick Cours Pumbing improvements (Phase 2) Recritics improvements (Phase 2)	A S R R B G C	\$50,000 \$50,000
	G-41 1:311, JFK Tomers		9-255-20 CAL 11811 JFK Traves		
	G-856-33 CAL 1.32 1750 Bush St. Elevelors rehabilitation	160% \$400.008	6-959-33 CAL 1-52 1750 Bush Su Plumbing introvernents	(\$\display \)	30.00.00.14
	C-855-34		E-956-74 CAL 1-23 1850 Pre-St		
	S 456.39 C.R. 1.35, 2586 California Sueer Plumbing improvements	200	8 984.39 CAL 7:35 2596 Calforna Siregi		
	5-456-71 CAL 1-25,3-45 Asympto St. Carpeting	000% \$\$0.000;	CAL 1-29, 345 Arguello St.		
	CAL (18/2) Fora Parks Roofing	100%	CAL 4.1815 Rasa Parks		
	ZAL131.275.11ml		7.98.2.2.2.2.2.2.2.2.2.2.3.4.4.4.4.4.4.4.4.4	***************************************	
15	28 7 4 60 Prior 31 846.	9:00	7-357-29 CAL 1-30B (5-77 CALEMPS 8) Some are of Publish the sens See House See Names		
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A STATE OF THE STA	Wask Statement for Year' 4			Work Statement for Year 5 2013	***************************************	
	Development Number/Numer/General Description of Marion Work Castenany	Ouantity	Estimated Costs	מו בו	Oughtty	Estimaled Costs
	7.4557.30 CAL 1.50C 101.03 Lundys Lang			7-857-35 CAL 1:325_10 / 33 LIGSL LSS		
	7-357-34 GAL 133-200 Rangoon Steet		The state of the s	7-857-34 CAL 1:24 - 200 Randoop: Street		
	7. 95.7. 40 CGL 1-31. 25 Sanchez St. Bovers verlecement		00000	7-455-2-0 CAL 1-31-25 Sanctiez SL		
	7.957-45 CAL 1-39A.036 Eddy St. Boilers replacement Carpet replacement to common sines	36	2290 CCC 2590 CCC	7-967-46 CAL 1-399, 339 E.ddr 31		
	7-397-47 CAL 1-398 951 Eggy St. CArpet replacement in common areas	/* / (*)	88	CAL 1.39B. 955 Equy 5.	AND ADDRESS .	
(-14-14-14-14-14-14-14-14-14-14-14-14-14-	7-987-56 CAL 1-22, San Live Acts			7-961-56 Ç <u>A), 1-42, San Jule Apts</u>		
	7-567-51 CAL 1.43, Bypul B. Ping			2-857-51 QAL 3-43. ROBERT B. Pits		
	8-965-21 CAL 1-18 (16) Missier Downsa			8-858-21 CAL 118 113, Mission Dolores	ALL SACRAGE ACT SA	CL NAMES OF THE PROPERTY OF TH
	8-755-22 CA: 1-18 (10) Woodside Gardens			8-556-22 CALT-18-110, Woods-26-Cargens		
M204-M400-004	8 558.27 CAL 120 855 12th St Fire Alarm system		\$132.020	6-948-27 <u>CAL 1-20: 3850 18th St.</u> Mailtigar (epistamment	%. 0.0 0.0	Ca C
	a -558-28 C.A.L.1.30A. 462 Duoce St. Verthation system	352	8	6-958-28 <u>CAL 1-30A 492 Dubore St.</u> Boins reducement Hearing system upgradas	163%	\$250,000 \$250,000

form HUD-62834 (1099) ref Handbook 7489.3

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8-579-35 CAL 1-34-4101 Noneca Street

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8-358-33 CAL 1-34 4-15 Nortean Street Electrical apprades Plumary upgrades

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	Work State for Year		Work Statement for Year 5		
	u/Senera	Cuentry Est	Estimated Development Number Name/General Description of Costs Major Work Catelooy"	Quantity	Estimated Costs
	G-56-37 CAL 134 369 Noe St. Ventiotion system	5.15	3 35 CAL	As Red.	2000
	B-4556.38 CAL 1:34 Great Highway		\$ 756.38		
	8-558-42 CAL 1-37 491 31st Ave Caroet replacement in common areas	\$ 300 m	8-558-42 CAL 12 491 3134 Ave. \$10.000 \$150.000		
	8-952-43 CAL 1-19 (2) 1750 McAllatte: St		8-8-8-43 CAL 1-19 (2), 1750 Modiling improvements	\$C0	0.00000
	9-550-25 CAL 1-27 350 File St Bullet 1 950 File St	200 mm	8.358.25 CAL 1-27 350 Elis Si CAL 1-27 350 Elis Si \$256.000 Carbage Chute Modification	35001	375,000
	2-659-31 CA: 121 321/329 Cometins SI Ventiation system	**************************************	5-559-31 CAL 1-21 320539 Cerrenina St. \$250 000 Elevator Repairs	Š	
	9-369-32 <u>CAL 128-968 Ellis St</u> Brollers rapfacement	\$ F	\$-969-3Z \$-060_1.28_68_E8_S1		
	9-654.32 CA 1-31 420 LUX St. Bockers represented	3	8 956-32 CAL 1-41 - 430 Turk St. \$250 NVD Elevatar Repairs	1.00°%	
	12-967-56 CAL 1-44 Cerral Develops		12-562-58 CAL 1-44 Bernal Divellings Sevver and Dismage Rept eventor?	Ĉ	27.05

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Anexes Program Agrenistrator

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Part II; Supporting Pages Physical Novels Work Statement(s) Capital Fund Program (CFP)	The second secon

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	Regitted ventilation and heat pump inchove ments	15 F. G.	\$20,000	Realtop verdialise and heat pung improvements	As Ked	7000
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y H	Subtoral of Estimated Cost	****	5:4:15:650	Subtotal of Estimated Cost	lated Cost	\$13,586 000
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Five-Year Action Plan / 2008-2012
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program (CFP)

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

[C) C)		
***************************************	Activities	Estimated Costs	\$1,800,000	\$2,510,000	Date:
	Ac	Quantity	100% 100%	ated Cost.	
	Work Statement for Year 3 2010	Development Nurriber/Name/General Description of Major Work Category	Community Supportive Services Improve security	Subtotal of Estimated Cost.	Signature of Public Housing Director/Office of Native Americans Program Administrator X
:	Activities		\$1,800,000 000,000	\$2,510,000	
	Aci	Quantity	100% 100%	Estimated Cost:	Date: 5/14/07
	Work Statement for Year 2 2009	Development Number/Name/General Description of Major Work Category	Community Supportive Services Improve security	Subtotal of Estima	Signature of Executive Director Manay Saez, Importing Endoctor X
	Work Statement	for Year 1 FFY 2008	Satement Statement		Signature of Executive Director Minary Saez, Inform Executive X

Page 1 of 2

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Five-Year Action Plan / 2008-2012 Part III: Supporting Pages Management Needs Work Statement(s) Capital Fund Program (CFP)

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

	Work Statement for Year 4	Act	Activities	Work Statement for Year 5	Act	Activities
	2011			2012		
Development Number	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	al Description of y	Quantity	Estimated Costs
Community Supportive Services Improve security	ve Services	% % 0 0 0 0 0 0	\$1,800,000	Community Supportive Services Improve security	\$ \$ 8 \$ 	\$71,800.000 \$1,800.000
	Subtotal of Estimated Cost: \$2.510,000	led Cost	\$2.510,000	Subtotal of Estimated Cost:		\$2,510,000

Signature of Executive Chrector Minan Seez, Imagin Executive Chrector X Mr.	Prom.	JUN 0 6 2008	89	Signature of Public Housing Director/Office of Native Americans Program Administrator X		Date:

Page 2 of 2

(1945) 43885 (1940) \$ 5847 Appropriate her



5. 2008 PERFORMANCE AND EVALUATION REPORT AS OF 3/31/08



5.1 P&ER FOR 2004 CAPITAL FUND PROGRAM AS OF 3/31/08

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part 1: Summary

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

\$2,817,822 3,721,386 18,384 \$12,805,293 \$12,805,290 100,000 31,095 1,692,934 167,022 1,001,059 186,697 335,751 2,799,121 1,408,911 707.997 1,417,221 Federal FY of Grant: Expended 2004 CFP Total Actual Cost² Date Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: Final Performance and Evaluation Report \$2,817,822 18,384 \$14,089,111 \$14,089,111 2,010,170 243,069 4,322,828 100,000 708,438 39,912 1,001,059 350,106 ,692,934 167,042 2,817,821 1,408,911 Obligated \$2,817,822 Signature of Public Housing Directo \$14,089,111 2,817,822 2,010,170 100,000 18,384 350,106 \$14,089,11 1,692,934 167,042 243,069 708,438 39,911 1,001,059 CA39P001501-04 4,322,827 1,408,911 Revised1 Total Estimated Cost Replacement Housing Factor Grant No. Capital Fund Program Grant No: \$2,817,822 20 \$14,089,111 2,010,170 169,759 100,000 27,750 2,817,822 163,400 330,206 \$14,089,111 721,300 1,692,934 167,198 997,759 4,271,021 1,408,911 Grant Type and Number JUL 10 2008 Original TOTAL CFP Funds Amount of lines 1450, 1460 Related to Section 504 compliance Amount of lines 1450, 1460 related to Security-- Hard Costs Amount of lines 1450, 1460 Related to Energy Conservation Amount of lines 1430 and 1460 Related to LBP Activities Amount of lines 1408 Related to Security -Soft Costs Original Annual Statement: Performance and Evaluation Report for Period Ending: 3/31/08 1465.1 Dwelling Equipment—Nonexpendable Management Improvements Hard Costs 1408 Management Improvements Soft Costs Amount of Annual Grant: (sum of lines.....) Collateralization Expenses or Debt Service 1492 Moving to Work Demonstration Mirian Saez, Interim Executive Director SAN FRANCISCO HOUSING AUTHORITY Line Summary by Development Account 1475 Nondwelling Equipment 1470 Nondwelling Structures 18 1499 Development Activities 1490 Replacement Reserve 1415 Liquidated Damages 1460 Dwelling Structures 1495.1 Relocation Costs 1450 Site Improvement Total non-CFP Funds 1440 Site Acquisition 1410 Administration 1430 Fees and Costs 19 1502 Contingency 1485 Demolition 1406 Operations 1411 Audit Measures PHA Name: 16 7 15 0 12 13 17 00 6 9

form **HUD-52837** (9/98) ref Handbook 7485.3

Annual Statement/Performance ar	nd Evaluation Report			U.S. Department of Housing	Housing				OMB Approval No. 2577-0157	0157
Capital Fund Program and Capital Part II: Supporting Pages	Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP)CFPRHF) Part II: Supporting Pages			and Urban Development Office of Public and Indian Housing	ment I Indian H	gulsuo			(exp. 06/30/2005)	
PHA Name. SAN FRANCISCO HOUSING AUTHORITY	G AUTHORITY	Grant Type and Number Capital Fund Program Gr Replacement Housing Fac	Grant Type and Number Captial Fund Program Grant No. CA39P001501-04 Replacement Housing Factor Grant No.	A39P001501-04					Federal FY of Grant: 2004 CFP	
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity	Total	Total Estimated Cost	Cost		Total Actual Cost	۱	Status of Proposed Work
Name/HA-Wide Activities		<u> </u>		Original		Revised1	Funds Obligated ²	s ed²	Funds Expended ²	Г
CAL 1-1, Holly Courts	Paving repairs/sitework (FA)	1450	%001	\$	•	ı	44	,	60	Work reprogrammed
	Vacani Unit Repair	1460	%001	55	60	•	s	,	64	Work item cancelled
CAL 1-2 Potrero Terrace	ADA/504	1460	100%	6 4	\$ 6261	1,979	s ->	1,979	\$ 1.97	1,979 Work completed by Force Account
	Vacani Unit Repair	1460	100%	\$	15,267 \$	15,267	sa.	15,267	\$ 15,267	7 Work completed by Force Account
CAL 1-3, Sunnydale	Site Improvements at Building 22E (FA)	1450	100%	s	٠	1	s	-	5 4	Work reprogrammed
	Vacant Unit Repair	1460	100%	\$ 21	214,267 \$	214,267	69	214,267	\$ 214,267	7 Work completed by Force Account
	Security System	1475	%001	\$	\$ 006,61	19,900	s	19,900	\$ 19,90	19,900 Work completed
CAL 1-8, Westside Courts	Water main and sewer improvements (FA)	1450	100%	\$	\$	1	s	•	\$	Work reprogrammed
	Repair garbage chutes	1450	100%	55	-	,	69	٠	·	Work reprogrammed
CAL 1-9 Westbrook	Roof & Deck Repair	1460	100%		\$ 861,91	16,198	69	16,198	\$ 16,198	8 Work completed
	Vacant Unit Repair	1460	100%	\$ 15	151,920 \$	153,989	\$	153,989	\$ 153,98	153,989 Work completed by Force Account
CAL 1-10, Potrero Annex	Exterior security lighting improvements	1450	100%	s	5		s	-	so.	Work reprogrammed
	Sewer Replacement	1450	100%	:	54,480 \$	54,480	69	54,480	\$ 54,48	54,480 Work completed
	Site electrical improvements	1450	100%	59	-	•	ş	1	\$	Work reprogrammed
CAL 1-15, Ping Yuen	Paving repairs/sitework	1450	%001	\$	\$		s	-	64	Work reprogrammed
	Roofing	1460	100%	\$	-	-	s	-	6A	Work reprogrammed
-	Hot water pipe insulation	1460	100%	\$	\$ -	•	\$	-	s-9	Work reprogrammed
	504/ADA mailboxes (FA)	1450	100%	\$	5 -	•	\$	-	54	. Work reprogrammed
	ADA/504	1460	100%	6-5	2,009 \$	12,563	S	12,564	\$ 3,747	Work in progress by Force Account
CAL 1-16 Alemany	Paving	1450	100%	65	5	1	\$		£5	Work reprogrammed
	Ventilation	1460	100%	\$	\$ -	•	\$	•	54	Work reprogrammed
	Vacant Unit Repair	1460	100%	€	40,798 \$	40,560	€9	40,560	\$ 40,56	40,560 Work completed by Force Account
Signature of Executive Director ap	May Pay JUL	10 201 10 201	2 .	Signature of Public Housing Director/Programs Administrator	ousing Din	ector/Programs Ao	Iministrator			
X Mirlan Saez, Interim Executive Director	Director			~						

Annual Statement/Performance ar	Annual Statement/Performance and Evaluation Report			U.S. Departm	U.S. Department of Housing	T.		OMB Approval No. 2577-0157	577-0157
Capital Fund Program and Capital Part II: Supporting Pages	l Fund Program Replacement Housing Factor (CFP/CFPRHF)			and Urban De Office of Pub	and Urban Development Office of Public and Indian Housing	Housing		(exp. 06/30/2005)	
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	G AUTHORITY	Grant Type a Capital Fund Replacement	Grast Type and Number Capital Fund Program Grant No: CA Replacement Housing Factor Grant No:	CA39P001501-04	4			Federal FY of Grant: 2004 CFP	
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	d Cost		Total Actual Cost	Status of Proposed Work
Name/HA-Wide Activities		į		Original	inal	Revised	Funds Obligated ²	Funds Expended ²	
CAL 1-17A Hunters Point	Sewer	1450	100%	5	100,720	\$ 100,720	s	€5	100,720 Work completed
West	Vacant Unit Repair	1460	100%	s,	81,009	\$ 82,426	\$ 82,426	∽	82,426 Work completed by Force Account
CAL 1-17B Hunters Point East Vacant Unit Repair	Vacant Unit Repair	1460	100%	s-9	77,899	\$ 78,008	\$ 78,008	₩.	78,008 Work completed by Force Account
CAL 1-18(3), Hunters View	Sewer and water line repair/replacement	1450	100%	<i>⇔</i>	,	\$	5	\$9	- Work reprogrammed
	Vacant Unit Repair	1460	100%	64	13,409	\$ 443,797	\$ 443,797	6 4	40,717 Work in progress by Force Account
	Community Center	1470	100%	59	149,964	\$ 5,692	\$ 5,692	6	5,692 Work completed by Force Account
CAL 1-18 (4), Alice Griffith	Heating system replacement (Phase I)	1460	100%	54		-	ss.	8	- Work reprogrammed
	Lead Based Paint	1460	%001	69	008'069	\$ 693,061	\$ 693,061	65	693,061 Work completed
	Electrical Wiring	1460	100%	. ∽	3,317	\$ 3,317	3,317	64	3,317 Work completed by Force Account
	ADA/504	1460	100%	s	7,516	\$ 7,516	\$ 7,516	ક્ક	7,516 Work completed by Force Account
	Windows Repair	1460	100%	64	9,738	\$ 9,782	\$ 9,782	ss.	9,782 Work completed by Force Account
	Exterior Security Lighting	1450	100%	s	•	\$ 73,310	\$ 73,310	ss.	16,938 Work in progress by Force Account
	Vacant Unit Repair	1460	100%	∽	89,223	\$ 89,223	\$ 89,223	5 4	89,223 Work completed by Force Account
CAL 1-18 (5), Rosa Parks	Boiler repair/replacementBoiler	1460	100%	5 9	27,120	\$ 27,120	\$ 27,120	ss.	27,120 Work completed - transfer partial to CFP2002
	Roofing	1460	100%	s	,	*	\$	\$	- Work reprogrammed
CAL 1-18 (6) Ping Yuen	Elevator Upgrade	1460	100%	\$	37,800	\$ 37,800	\$ 37,800	\$	37,800 Work completed
IIIION	Mailboxes	1460	100%	s	21,200	\$ 21,200	\$ 21,200	\$	21,200 Work completed
	AD A/504	1460	%001	54	11,593	\$ 12,513	\$ 12,513	ş	12,513 Work completed by Force Account
CAL 1-20 18'th Street	Rehab Elevator	1460	100%	s	•	\$	\$	- \$	- Work reprogrammed
CAL 1-21, Clementina Towers	CAL 1-21, Clementina Towers Boiler repair/replacementBoiler	1460	100%	\$	870,639	\$ 873,939	\$ 873,939	8	873,939 Work completed
	Ventilation System	1460	100%	&	24,500	\$ 24,500	l!	s	24,500 Work completed
	Common Space Improvement	1460	100%	\$	84,979	\$ 82,366	\$ 82,366	S	19,441 Work in progress by Force Account
			000	\$5	2,818,244	\$ 3,195,493	\$ 3,195,494	94 \$ 2,664,300	300
Signature of Executive Director as	JULY SAL JULY	0.1	0.0097	Signature of P	ublic Housing (Signature of Public Housing Director/Programs Administrator X	dministrator		
Mirian Saez, Interim Executive Di	Shade UVI								

	Part II: Supporting rages			Office of Public and Indian Housing	c and Indian	Housing				
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	NG AUTHORITY	Grant Type : Capital Fund Replacement	and Number Program Grant No: Housing Factor Gran	CA39P001501-04					Federal FY of Grant: 2004 CFP	
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	Cost		Total Actual Cost	Cost	Status of Proposed Work
Name/HA-Wide Activities		ġ Ž		Ortoinal	le le	Revised ¹	0	Funds Obligated ²	Funds Expended ²	1
At 1.27 350 Filis Street	Ashestos Abatement	1460	%001	l	22,949	\$ 22.94	s>,		55	22,949 Work completed
CAL 1-28 666 Ellis Street	Common space improvements (FA)	1460	100%	64	45,463 \$	\$ 21,069	\$ 6	21,069	\$	369 Work completed by Force
47 1 204 4/2 Deskoon St	Emanoanne Canambre	1460	70001		+	'	*		₩	- Work represerammed
CAL 1-30A, 462 Diboce 31.	Emergency Cenerator	1460	100%	- -	78 522	28 522	Ľ	78 522		
CAL 1-51, 25 Sancnez 5t.	Exterior improvements, repairs, panning Fire Alarm System	1460	%00I	9 69	- 1	\$ 184,330	9 59	184,330	59	184,330 Work completed
CAL 1-32 Bush Street	Generators	1460	7001	60	1			7,141	54	7,141 Work completed
CAL 1-34, 4101 Noriega	Plumbing improvements, repairs (FA)	1460	100%	∽		⊷	s	•	€\$	- Work reprogrammed
Street	Common space improvements (FA)	1470	100%	69	,	\$	8	1	54	- Work reprogrammed
CAL 1-34, Great Highway	Electrical inprovements	1460	100%	\$	199,380	\$ 168,138		168,138	\$ 168,138	_
	Smoke detectors	1460	100%	\$	13,216	\$ 13,216	\$ 9	13,216	ss	13,216 Work completed by Force
CAL 1-35, 2698 California	Emergency generator	1460	%001	69	,	↔	₩		5A	- Work reprogrammed
CAL 1-36 227 Bay St.	Generators	1460	100%	64		\$ 26,863	3 \$	26,863	\$ 26,863	863 Work completed
CAL 1-39A 939 Eddy St.	Windows & Siding Replacement	1460	%001	\$	437,390	\$ 436	8 8	436	55	436 Work completed
CAL 1-39B, 951 Eddy Street	Plumbing improvements, repairs (FA)	1460	100%	s	- 1	\$	- 1		54	
CAL 1-41, 430 Turk Street	Waterproofing	1460	100%	۰	406,514	\$ 406,514	" (I	406,514	\$ 406,514	_
CAL 1-42, San Jule	Exterior improvements, repairs, painting	1460	100%	€ 9	1	S	en .	1	• ^	- Work reprogrammed
CAL 1-43, Robert B. Pitts	Exterior improvements, repairs, painting	1460	100%	8		\$ 46,937		46,937	\$	
	Exterior Lighting	1450	100%	*	_			8,084	59	
	Tree Services	1450	100%	6 4 6	6,475	5 6,475	s 6	6,475	5A 6	6,475 Work completed
	Electrical	1460	100%	A &				1,000	9 5	1,000 Work completed
	Smoke defectors Sprinkler	1460	100%	4 84	C+0,1	\$ 103,747	9 64	103,747	9 54	_
						000		000 +0		Account
	Dry Kol Kepairs	1460	100%	٠ -	4,653	\$ 5,340	* \$ 0	5,340	9 64	5,340 Work completed by Force
	ADA/504	00.71	20001	•	13.436	12 602	6	12 693	·	Account 12 692 Work completed by Force
	Community Center Lighting Upgrade	0/#	10076	9				14,075	9	
	Sub-total	otal		·s	1,498,767	\$ 1,139,098	\$	1,139,098	\$ 1,012,478	8478
				Signature of D.	O Poison OH oile	Cincotuse of Dublic Housing Disputations Administrator	dministrator			
Signature of Executive Lifecy and					a Busenot callo	A STEER PORT TO THE REAL PROPERTY.				

PHA Name. SAN FRANCISCO HOUSING AUTHORITY Development Number Gener										
Development Number	тнокту	Grant Type and Number Capital Fund Program Gr Replacement Housing Fac	Graat Type and Number Capital Fund Program Graat No: CA39P001501-04 Replacement Housing Factor Grant No:	A39P001501	-04				Federal FV of Grant: 2004 CFP	
	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	1 Cost		Total Actual Cost	1	Status of Proposed Work
Name/HA-Wide Activities				ō	Original	Revised	Funds Obligated ²	2	Funds Expended ²	
PHA-Wide:										
HA	HA-Wide Sidewalk repair/replacement (FA)	1450	As Req.	55	•	69	\$	•	50	- Work reprogrammed
HA	HA-Wide Community facilities and Playground	1450	As Reg.	s	•	69	49	'	8	- Work reprogrammed
Lar	Landscaping	1450	As Req.	8	,	64	54	,	€9	- Work reprogrammed
	Sub-total Site Improvement			S	•	69	49		593	
						:				
HA	HA-Wide Lead Abatement	1460	As Req.	59	10,000	-	€4	,	\$	- Work reprogrammed
HA	HA-Wide Asbestos Abatement	1460	As Req.	65			- 1	5,554		5,554 Work completed
W	Mold and Mildew Remediation	1460	As Req.	5	112,000	\$ 110,576	9	110,576	\$ 110,	110,576 Work completed
BIG	Blood-born pathogens decontamination	1460	As Req.	55	,	- -	\$	'	5 4	- Work reprogrammed
HA	HA-Wide 504/ADA reasonable accommodations (FA)	1460	As Req.	\$		-	5	•	64	- Work reprogrammed
HA	HA-Wide fire unit repair and vacant units rehabilitation (FA)	1460	As Req.	5	153,459	\$ 153,459	\$ 6	153,459	\$ 153,	153,459 Work completed
Ή	Hardwire smoke detectors (13 developments)	1460	As Req.	8	,	- 5	s	•	€4	- Work reprogrammed
Ele	Elevator upgrades at 22 senior buildings	1460	As Req.	٠,	,	ا ده	٠,	'	64	- Work reprogrammed
Ro	Rooftop ventilation and heat pump improvements	1460	As Req.	s	,	69	45	'	s	- Work reprogrammed
Ele	Electrical Improvements	1460	As Req.	s	,	·	\$	•	€9	- Work reprogrammed
<u> </u>	Emergency Generators	1460	As Req.	S.	•	·	\$	'	60	- Work reprogrammed
- Plu	Plumbing Improvements	1460	As Req.	s	•	- 5	\$	•	\$	 Work reprogrammed
NH.	HVAC Improvements	1460	As Req.	s	•	- 5	\$	•	₩.	- Work reprogrammed
<u>H</u>	HQS (FA)	1460	As Req.	\$	•	\$. \$	•	6/3	- Work reprogrammed
Int	Intercom systems	1460	As Req.	£6	•	6 5	\$	•	\$	- Work reprogrammed
	Sub-total Dwelling Structures			89	287,169	\$ 269,589	8	269,589	\$ 269,	269,589
1 1	Atheres Construction			<i>Q</i>	4.604.180	4.604.180	9	4.604.181	3.946.367	367
Disease of Executive Director and	A L COURT COURT COURT COURT		Dale	Sionature of	Public Housing C	Signature of Public Housing Director/Programs Administrator	dministrator	10112041		

Annual Statement/Performance a	Annual Statement/Performance and Evaluation Report			U.S. Department of Housing	ent of Housin	t n			OMB Approval No	5. 2577-015	25
Capital Fund Program and Capita Part II: Supporting Pages	al Fund Program Replacement Housing Factor (CFP)CFPRHF)			and Urban Development Office of Public and Indian Housing	velopment lic and Indlan	Housing			(exp. 06/30/2005)		
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	IG AUTHORITY	Grant Type and Number Capital Fund Program Gr Replacement Housing Fac	Gerar Type and Number Capital Fund Program Grant No. CA39P001501-04 Replacement Housing Pactor Grant No.	2A39P001501-0	4				Federal PY of Grant: 2004 CFP		
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	d Cost		Total Actual Cost	Cost		Status of Proposed Work
Name/HA-Wide Activities				Original	nai	Revised ¹	- 6	Funds Obligated ²	Funds Expended ²	2,	
!											
DWELLING EQUIPMENT						i					
	HA-Wide New appliances	1465	As Req.	65	100,000	\$ 100,000	\$	100,000	\$	100,000 V	100,000 Work completed
	Subtotal Dwelling Equipment			5 43	100,000	100,000	8 0	100,000	8	100,000	
NON-DWELLING STRIFTTIRES											
	Modernization of Property Offices PHA Wide (FA)	1470	As Req.	s	•	⊊	€9	,	€	,	Work reprogrammed
	Common space improvements (FA)	1470	As Req.	s		\$. \$	•	\$	۸ -	Work reprogrammed
···	Subsected Non-Durollian Structures		;	4	1	6	G		5		
	ממומים במחוב ביות ביות ביות ביות ביות ביות ביות בי			9	1	9	•		5		
NON-DWELLING											
EQUIPMENT	CCTY System (Security Camera Monitoring System)	1475	100%	64			— ↓	3,776	€4	3,756 V	3,756 Work completed
	Computer Hardware	1475	100%	54	121,364	\$ 122,725	_	122,725	89	108,390 V	108,390 Work in progress
	Resident Klosk at Property Office	1475	100%	٠,	- 1		- 1	•		-	Work reprogrammed
	Office Furniture/Equipment	1475	100%	5A 6				19,816	5A (19,816 V	19,816 Work completed
	Surveniance cameras	C/ #1	100%	A	- 1			143,306	A .	143,366 V	143,366 Work completed
	Ergonomic Furniture	1475	100	64		\$ 40,523	3 &	40,523	S	40,523 V	40,523 Work completed
	Subtotal Non-Dwelling Equipment			vs.	330,206	\$ 330,206	88	330,206	s	315,851	
	177-47-0	Ì						705 057			
	Subtotal				430,206	\$ 430,206	A .	430,206	Se.	415,851	
	,,,										
Signature of Executive Director aparx X Minian Saez, Interim Executive Director	Sired Mrs. Etc. III		9007 0	Signature of Pu X	Jolic Housing (Signature of Public Housing Director/Programs Administrator X	dministrator				

Annual Statement/Performance	Annual Statement/Performance and Evaluation Report			U.S. Dep	U.S. Department of Housing			OMB Approval No. 2577-0157	7-0157
Capital Fund Program and Capital Part II: Supporting Pages	al Fund Program Replacement Housing Factor (CFP/CFPRHF)			and Urba Office of	and Urban Development Office of Public and Indian Housing	Housing		(exp. 06/30/2005)	
						P. C.			
PHA Name:		Grant Type an	the and Number	!				Federal FY of Grant:	
SAN FRANCISCO HOUSING AUTHORITY	IG AUTHORITY	Capital Fund P Replacement H	Capital Fund Program Grant No: CA39P001501-04 Replacement Housing Factor Grant No:	A39P0015 i lo:	11-04			2004 CFP	
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	Cost		Total Actual Cost	Status of Proposed Work
Name/HA-Wide Activities		ė,			Calore	Dougeod	Funds	Funds	
FNGENERAL	NEW MIS COUTUANDE	1400	1000		10 V 20	2000		Type Ince	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
IMPROVEMENTS	SECTIONAL SERVICES	1408	7001	4 5	_	9 1 602 034	9 400 004	7.	bo,401 Work completed
(@ 20% OF TOTAL GRANI)	CIVIL RIGHTS	1408	%001 100%	9 60	_			7	234 278 Work completed
)	IMPROVE COMPUTER SYSTEM	1408	100%	, 59				, 64	- Work reportranmed
	RESIDENT EMPLOYMENT PROGRAM	1408	100%	59	736,319	\$ 736,319	\$ 736,319	S	736,319 Work completed
	IMPROVE CONTRACT SYSTEM	1408	100%	€9		\$ 13,231	\$ 13,231	\$	13,231 Work completed
	IMPROVE ACCOUNTING SYSTEM	1408	100%	69		\$ 8,413	\$ 8,413	\$	8,413 Work completed
	IMPROVE FILING SYSTEM	1408	100%	64	1,225	\$ 1,225	\$ 1,225	\$	1,225 Work completed
	SAFETY	1408	100%	∽	5,536	\$ 5,536	\$ 5,536	S	5,536 Work completed
	COMMUNITY SUPPROTIVE PROGRAM	1408	100%	64	40,783	\$ 40,783	\$ 40,783	\$ 4	40,783 Work completed
				-	_				
	Subtotal Management Improvements			S	2,817,822	\$ 2,817,822	\$ 2,817,821	21 \$ 2,799,121	21
ADMINISTRATION	Administration of CFP 10% of total Grant	1410		↔	1,408,911	\$ 1,408,911	\$ 1,408,911	\$	1,408,911 Work completed
	C. Level of cite of				7 400 001	400 051	6		
		+		•	+	1,400,711	11400411	1,406,911	11
FEES AND COSTS	A/E Consultants	1430	As Req.	5 5	1,413,726	\$ 1,313,646	\$ 1,313,646	69	721,138 Work in progress
	Inspector, Safety Inspectors & In-house A/E Services	1430	100%	649	\$ 559,933	669,148	\$ 669,148	ss.	669,148 Work completed
	HA-Wide Lead Testing	1430	As Req.	€9	\$ 00,500	775,21	\$ 15,377	s	14,936 Work in progress
	HA-Wide Asbestos Testing	1430	As Req.	S	\$ 005,21	11,793	\$ 11,793	65	11,793 Work completed
	HA-Wide Hazard Testing	1430	As Req.	s	511	206	\$ 2(206 \$ 2	206 Work completed
	Subtotal Fees and Costs			S	2,010,170 \$	2,010,170	\$ 2,010,170	10 \$ 1,417,221	2.1
OPERATING SUBSIDY		1406		69	2.817.822 \$	2.817.822	\$ 2.817.822	649	2.817.822 Work completed
(@ 20% OF TOTAL GRANT)									
						1 1			
		TOTAL G	L GRANT:	\$	14,089,111 \$	14,089,111	14,089,111	1 \$ 12,806,293	3
Signature of Executive Director and X	Man a si	JL 10	0,.5008	Signature	of Public Housing D \$	Signature of Public Housing Director/Programs Administrator \$ X	ninistrator		
Mirian Saez, Interim Executive	Director/			_			. المارسية مستند		

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

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

Part III: Implementation Schedule	nedule			Office of Public and Indian Housing	and Indian Ho	using		
PfIA Name:				Grant Type and Number Capital Fund Program No: CA39P001501-04	d Number gram No: CA39F	9001501-04		Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	IORITY	_		Replacement Hou	ising Factor No.			2004 CFP
	Development Number	▼ (All Fund Obligated	Po de	IIV (All Funds Expended	led Jeto)	Reasons for Revised Target Dates
	Name/Fig. Wide Activities		Revised	Actual	Original	Revised	Actual	
CAL 1-1, Holly Courts	Paving repairs/sitework (FA)	90/30/06			80/06/60			Work reprogrammed
	Vacant Unit Repair		90/06/60			90/06/60		Work item cancelled
CAL 1-2 Potrero Terrace	ADA/504		90/08/60	12/31/05		90/08/60	90/16/60	Work completed by Force Account
	Vacant Unit Repair		90/30/60	12/31/05		90/06/60	90/0€/90	Work completed by Force Account
CAL 1-3, Sunnydale	Site Improvements at Building 22E (FA)	90/30/60			80/36/60			Work reprogrammed
	Vacant Unit Repair		09/30/06	12/31/05		90/00/60	93/31/06	Work completed by Force Account
	Security System			12/31/06		90/08/60	12/31/07	Work completed
CAL 1-8, Westside Courts	Water main and sewer improvements (FA)	90/30/60			80/06/60			Work reporgrammed
	Repair garbage chutes	90/36/60			80/02/60			Work reporgrammed
CAL 1-9 Westbrook	Roof & Deck Repair			12/31/05	Ē		12/31/05	Work completed
	Vacant Unit Repair		90/08/60	12/31/05		90/08/60	12/31/06	Work completed by Force Account
CAL 1-10, Potrero Annex	Exterior security lighting improvements	90/30/60			80/06/60			Work reporgrammed
	Sewer Replacement			90/08/90			90/30/60	Work completed
	Site electrical improvements	90/06/60			80/08/60			Work reporgrammed
CAL 1-15, Ping Yuen	Paving repairs/sitework	90/36/60			80/36/60			Work reporgrammed
	Roofing	90/30/60			80/36/60			Work reporgrammed
	Hot water pipe insulation	90/0٤/60			80/36/60			Work reprogrammed
	504/ADA mailboxes (FA)	90/30/60			80/02/60			Work reporgrammed
	ADA/504		90/06/60	03/31/06		90/02/60		Work in progress by Frace Account
CAL 1-16 Alemany	Paving		90/30/60			90/00/60		Work reprogrammed
	Ventilation		90/08/60			90/08/60		Work reprogrammed
	Vacant Unit Repair		90/06/60	03/31/06		90/30/06	90/06/90	Work completed by Force Account
CAL 1-17A Hunters Point West	Sewer			90/08/90			90/06/60	Work completed
	Vacant Unit Repair		90/36/60	03/31/06		90/30/06	90/08/90	Work completed by Force Account
CAL 1-17B Hunters Point East	Vacant Unit Repair		90/30/60	03/31/06		90/30/60	90/06/90	Work completed by Force Account
CAL 1-18(3), Hunters View	Sewer and water line repair/replacement	90/30/60			80/02/60			Work reprogrammed
	Vacant Unit Repair		90/08/60			90/08/60		Work in progress by Force Account
	Community Center			90/30/06			12/31/06	Work completed by Force Account
Signature of Executive Director and		JUL 10 2008 ***	Oate	Signature of Public Housing Director/Programs Administrator	lousing DirectoriPro	grams Administrat	lor.	Date
Mirian Saez, Interim Executive Directo	Elif W The			<	ļ			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Work completed -transfer partial to CFP2002 Work completed
Work in progress by Porce Account
Work completed
Work completed
Work completed by Force Account Work completed by Force Account Work completed by Force Account Work in progress by Force Account Work completed by Force Account Work in progress by Force Account Work completed by Force Account Work completed by Force Account Reasons for Revised Target Dates Work reprogrammed Work reporgrammed
Work completed
Work reporgrammed Work reporgrammed Work reporgrammed Work reporgrammed Work in progress Work completed Work completed Work reporgrammed Work reporgrammed Work reporgrammed Work completed Federal FY of Grant: 2004 CFP 12/31/06 90/06/90 90/06/90 07/31/05 80/16/60 12/31/06 50/02/60 03/31/06 03/31/06 12/31/07 12/31/07 03/31/06 90/06/90 12/31/06 03/31/06 12/31/05 12/31/07 03/31/06 03/31/06 12/31/06 03/31/06 80/18/60 Actual (Quarter Ending Date) All Funds Expended Signature of Public Housing Director/Programs Administrator Revised 90/08/60 90/06/60 90/05/60 90/08/60 90/08/60 90/08/60 90/08/60 90/08/60 90/05/60 90/08/60 Grant Type and Number Capital Fund Program No. CA39P001501-04 Replacement Housing Factor No. Original 09/30/08 09/30/08 09/30/08 80/05/60 80/30/60 80/36/60 80/06/60 09/30/08 09/30/08 80/02/60 80/36/68 80/08/60 09/30/08 09/30/08 80/08/60 05/31/05 09/30/05 12/31/05 06/30/05 12/31/06 03/31/06 03/31/05 Actual 12/31/05 90/06/60 07/31/05 50/05/60 93/31/06 03/31/07 50/30/62 90/15/50 90/06/90 09/30/05 90/06/90 (Ouarter Ending Date) All Fund Obligated 90/06/60 Revised 90/0E/60 90/30/60 90/36/60 90/02/60 90/08/60 90/05/60 90/30/60 90/05/60 90/30/06 Dafe 90/02/60 90/30/60 JUL 10 2008 09/30/06 09/30/06 09/30/06 90/30/60 90/30/60 Original 90/00/60 90/08/60 90/08/60 90/30/06 09/30/06 90/08/60 90/30/06 09/30/06 90/08/60 Waterproofing
Exterior improvements, repairs, painting Exterior improvements, repairs, painting Exterior improvements, repairs, painting Exterior Lighting Tree Services Common space improvements (FA) Windows & Siding Replacement Plumbing improvements, repairs (FA) Plumbing improvements, repairs (FA) Heating system replacement (Phase Asbestos Abatement Common space improvements (FA) оттоп space improvements (FA) Common space improvements (FA) W. Boiler repair/replacementBoiler Ventilation System Boiler repair/replacementBoiler Name/HA-Wide Activities Development Number Exterior Security Lighting Electrical improvements Smoke Detectors Vacant Unit Repair Emergency Generator Emergency generator Smoke Detectors **Dry Rot Repairs** Fire Alarm System Lead Based Paint Electrical Wiring Windows Repair Elevator Upgrade Rehab Elevator Mailboxes ADA/504 Electrical ADA/504 Roofing SAN FRANCISCO HOUSING AUTHORITY CAL 1-36 227 Bay St.
CAL 1-39A 939 Eddy St.
CAL 1-39B, 951 Eddy Street
CAL 1-41, 439 Turk Street
CAL 1-42, San Jule Apartments
CAL 1-43, Robert B. Pitts CAL 1-35, 2698 California Street CAL 1-34, 4101 Noriega Street CAL 1-20 18th Street CAL 1-21, Clementina Towers CAL 1-27 350 Ellis Street Cal 1-28 666 Ellis Street CAL 1-30A, 462 Duboce St. CAL 1-31, 25 Sanchez St. Cal 1-18 (6) Ping Yuen North CAL 1-18 (4), Alice Griffith CAL 1-34, Great Highway CAL 1-18 (5), Rosa Parks AL 1-32 Bush Street ignature of Executive Dig

ecutive Director

Interim Ex

X Mirian Saez,

2 of 4

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

form **HUD-52837** (9/98) ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

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

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PHA Name:			Grant Type and Number Capital Fund Program No. Co.	id Number gram No: CA39P001501-04		Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	HORITY		Replacement Ho	Replacement Housing Factor No:		2004 CFP
	Development Number	All Fund Obligated	igated	All Funds Expended	ended	Reasons for Revised Target Dates
	Name/HA-Wide Activities	(Quar	- 1	ğ.		
100 mm 1		Onginal Revised	Actual	Original Revised	Actual	
PHA-WIDE:	HA-Wide Sidewalk repair/replacement (FA)	09/30/06		80/08/60		Work reprogrammed
	HA-Wide Playground repairs/replacement/removal	09/30/06		80/08/60		Work reprogrammed
	Landscaping	09/30/06		80/36/60		Work reprogrammed
	HA-Wide Lead Abatement	09/30/06		80/08/60		Work reprogrammed
	HA-Wide Asbestos Abatement	90/30/06		80/36/60	12/31/07	Work completed
	Mold and Mildew Remediation	09/30/06		80/06/60	12/31/07	Work completed
	Blood-born pathogens decontamination	09/30/06		80/36/60		Work reprogrammed
	HA-Wide 504/ADA reasonable accommodations (FA)	90/30/06		80/06/60		Work reprogrammed
	HA-Wide Fire unit/Vacant units repair (FA)	09/30/06	03/31/05	80/36/60	03/31/05	Work completed
	Hardwire smoke detectors (13 developments)	09/30/06		80/06/60		Work reprogrammed
	Elevator upgrades at 22 senior buildings	09/30/06		80/30/60		Work reprogrammed
	Rooftop ventilation and heat pump improvements	09/30/06		80/36/60		Work reprogrammed
	Electrical Improvements	90/330/06		80/30/60		Work reprogrammed
	Emergency Generators	09/30/06		80/30/60		Work reprogrammed
	Plumbing Improvements	09/30/06		80/06/60		Work reprogrammed
	HVAC Improvements	90/36/60		80/36/60		Work reprogrammed
	HQS (FA)	90/30/00		80/30/60		Work reprogrammed
	Intercom systems	90/30/00		09/30/08		Work reprogrammed
NON-DWELLING EQUIPMENT	HA-Wide New appliances	09/30/06	12/31/05	80/30/60	12/31/05	Work completed
NON-DWELLING STRUCTURES	NON-DWELLING STRUCTURES Modernization of Property Offices PHA Wide (FA)	90/08/60		80/30/60		Work reprogrammed
	Common space improvements (FA)	90/36/60		80/06/60		Work reprogrammed
NON-DWELLING	CCTY System (Security Camera Monitoring System)	09/30/06		80/30/60	12/31/07	Work completed
EOUIPMENT	Computer Hardware	09/30/06		80/36/60		Work in progress
,	Resident Kiosk at Property Office	90/02/60		80/36/60		Work reprogrammed
	Office Furniture/Equipment		90/30/06		90/06/60	Work completed
	Surveillance cameras	90/08/60	90/30/06	80/36/60	90/30/06	Work completed
	Ergonomic Furniture		90/30/06		90/06/60	Work completed
1						

Signature of Executive Precify and	Mr Clay	JUL 10 2008	Signature of Public F	Signature of Public Housing Director/Programs Administrator	strator	Date
	•					

form **HUD-52837** (9/98) ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

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

PHA Name:			-	Grant Type and Number Capital Fund Program No. CA	d Number gram No: CA39Pt	001501-04		Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	HORITY			Replacement Hou	Replacement Housing Factor No:			2004 CFP
	Development Number	IV	All Fund Obligated	g	All	All Funds Expended	pa	Reasons for Revised Target Dates
	Name/HA-Wide Activities	- 1	Quarter Ending Date)	- 1	(Qua	(Quarter Ending Date)		
		Original	Kevised	Actual	Original	Kevised	Actual	
MANAGEMENT	NEW MIS SOFTWARE	90/02/60			80/36/60		03/31/08	Work completed
IMPROVEMENTS	SECURITY PATROL SERVICES	90/30/60		12/31/05	80/36/60		12/31/05	Work completed
	CIVIL RIGHTS	90/30/60			80/06/60			Work in progress
	IMPROVE COMPUTER SYSTEM	90/30/60			80/08/60			Work reporgrammed
	RESIDENT EMPLOYMENT PROGRAM	90/30/60		50/05/60	80/08/60		50/36/60	Work completed
	IMPROVE CONTRACT SYSTEM	90/08/60		03/31/05	80/36/60		03/31/05	Work completed
	IMPROVE ACCOUNTING SYSTEM	90/02/60		03/31/05	80/02/60		03/31/05	Work completed
	IMPROVE FILING SYSTEM	09/30/06		03/31/05	80/08/60		03/31/05	Work completed
	SAFETY	90/36/60		03/31/05	80/08/60		03/31/05	Work completed
	COMMUNITY SUPPROTIVE PROGRAM	90/30/60		12/31/05	80/08/60		12/31/05	Work completed
ADMINISTRATION	Administration of CFP Grant	09/30/06		09/30/02	80/30/60		12/31/05	Work completed
						 		
FEES AND COSTS	A/E Consultants	90/30/60			80/0E/60			Work in progress
	Inspector, Safety Inspectors & In house A/E Services			50/05/60			12/31/05	Work completed
	HA-Wide Lead Testing	90/30/60			80/30/60			Work in progress
	HA-Wide Asbestos Testing	90/02/60			80/06/60		03/31/08	Work completed
	HA-Wide Hazard Testing	90/30/60			80/06/60	:	03/31/08	Work completed
OPERATING SUBSIDY	(@ 20% OF TOTAL GRANT)	90/06/60		03/31/05	80/30/60		03/31/05	Work completed
,								
Signature of Executive Director and	//	30L 1 0 2008	Date	Signature of Public Housing Director/Programs Administrator	ousing Director/Prog	ırams Administrato	,,	Date
Mirian Saez, Intering Execution Condition	the state of			,				





5.2 P&ER FOR 2005 CAPITAL FUND PROGRAM AS OF 3/31/08

OMB Approval No. 2577-0157 (exp. 06/30/2005)

U.S. Department of Housing Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part 1: Summary

and Urban Development Office of Public and Indian Housing

PHA Name:	Grant Type and Number			Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	Capital Fund Program Grant No: CA	CA39P001501-05	•	2005 CFP
Original Annual Statement:	Reserve for Disasters/ En	Reserve for Disasters/ Emergencies Revised Annual Statement (revision no.	Statement (revision no:)	
Performance and Evaluation Report for Period Ending: 03/31/08	Final Performance and Evaluation Report	valuation Report		c
Line Summary by Development Account	Total Estimated Cost	nated Cost	Total Actual Cost	ıal Cost*
100.	Original	Revised ¹	Obligated	Expended
1 Total non-CFP Funds				
Τ	\$2,862,878	\$2,862,878	\$2,862,878	\$2,862,878
	2,762,878	2,762,878	2,649,734	2,618,709
T		•	L	
4 1410 Administration	1,431,439	1,431,439	1,431,439	1,431,439
1	,	,	1	
Т	1	L		1 (()
1	1,787,729	1,450,654	1,414,391	759,993
8 1440 Site Acquisition	-	1	•	
T	462,787	50,993	50,993	42,500
1_	4,631,678	5,404,147	5,307,436	4,648,208
1	100,000	100,000	100,000	000,000
Τ	1	•		
1	275,000	250,000	234,282	154,087
\Box	1	1		1
15 1490 Replacement Reserve	1	•		•
16 1492 Moving to Work Demonstration	1	ı		- 001
	t	1,400	1,400	1,400
18 1499 Development Activities	1		1	4
1	-			
1	ids \$14,314,389	\$14,314,389	\$14,052,553	\$12,619,214
Amount of Annual Grant (sum of lines)	\$14,314,389	\$14,314,389	\$14,052,553	\$12,619,214
Amount of lines 1430 and 1460 Related to LBP Activities	195,626	463,029	446,092	286,412
Amount of lines 1450 1460 Related to Section 504 compliance	89,040	94,134	94,134	93,266
Amount of lines 1408 Related to Security –Soft Costs	1,599,055	1,656,941	1,656,941	1,656,941
Amount of lines 1450, 1460 related to Security- Hard Costs	204,000	174,208	158,377	122,545
Amount of lines 1450, 1460 Related to Energy Conservation Measures	105,999	100,000	100,000	100,000
Collateralization Expenses or Debt Service				
Signature of Executive Digastory	Date	Signature of Public Housing Director/Programs Administrator		Date
x Commonly	JUL 1 0 2008	×		
Mirian Saez, Interm Executive Director				

¹ of 1

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

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

PHA Name: SAN FRANCISCO HOUSING AUTHORITY	SING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CA Replacement Housing Factor Grant No:	umber am Grant No: ng Factor Gran	Grant Type and Number Capital Fund Program Grant No. CA39P001501-05 Replacement Housing Factor Grant No.			Federal FY of Grand 2005 CFP	100	
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Es	Total Estimated Cost	Total Ac	Total Actual Cost		Status of Proposed Work ²
Name/HA-Wide Activities				Original	Revised1	Funds Obligated2	Funds Expended2		
CAL 1-1 Holly Court	504 Motification	1460	100%	\$ 4,691	\$ 4,691	\$ 4,691	<u>دم</u>	4,691	Work completed by Force Account
CAL 1-2 Potrero Terrace	Site electrical improvements	1450	100%	5	٠	9	s	1	Work reprogrammed
	Abate Lead	1460	100%	\$ 28,445	\$ 344,819	\$ 344,819	ú	231,886	Work in progress by Force Account
	Needs buildings re-piped underneath at 1620-1628/1035-1053/1000-1028 Connecticut	1460	100%	\$ 17,067	s,	69	€	1	Work reprogrammed
	New boiler set up and piping	1460	100%	\$ 120,000	\$ 45,500	\$ 45,500	u	45,500	Work completed
CAL 1-3, Sunnydale	Plumbing repairs	1460	As Req.	in the	\$	5	5_	1	Work reprogrammed
	Electrical repairs	1460	As Req.		s	6	l 64		Work reprogrammed
	Vacant Unit Repair	1460	100%	\$ 154,968	\$ 715,049	\$ 715,049	<u>د</u>	541,830	Work in progress by Force Account
	Phone system/Door hardware	1460	100%	\$ 4,911	\$ 4,911	\$ 4,911	4	4,911	Work completed
	ADA/504	1460	100%	\$ 3,199	\$ 4,935	\$ 4,935	s	4,935	Work completed by Force Account
CAL 1-8, Westside Courts	Exterior improvements, repairs, painting	1460	100%	5	64	6A	5		Werk reprogrammed
	ADA/504	1460	100%	3,776	3,776	\$ 3,776	ب	3,776	Work completed by Force Account
CAL 1-9 Westbrook	Ada/504	1460	100%	s	696'1	696'1 \$	s	696'1	Work completed by Force Account
CAL 1-10, Potrero Annex	Slide repairs. Erosion stabilization	1450	100%	\$ 50,000	<u>د</u>	i s	55		Work reprogrammed
	Replace sewer at 89/91 Watchman Way	1450	100%	\$	643	sa	63		Transfer work item to CFP 2004
	Site electrical improvements	1450	100%	5	s	s			Work reprogrammed
	Pigeon Conrol	1460	100%	\$ 33,761	\$ 26,822	\$ 26,822	<u>_</u>	26,822	Work completed by Force Account
Signature of Executive Dicesto			Date	Signature of Public	Signature of Public Housing Director/Programs Administrator	is Administrator			Date
X X X X X X X X X X X X X X X X X X X	il all sur	1 0 2008		×					
MINAN SAEZ, MICHINI GAECUL	IVE DIRECTOR								

form HUD-52837 (9/98) ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

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

PHA Name: SAN FRANCISCO HOUSING AUTHORITY	ING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: CA Replacement Housing Factor Grant No:	am Grant No: ng Factor Gran	Great Type and Number Capital Fund Program Grant No: CA39P001501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005 CFP	irant:	
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Esti	Total Estimated Cost	Total Ac	Total Actual Cost	_	Status of Proposed Work?
Name/HA-Wide Activities				Original	Revised1	Funds Obligated2	Funds Expended2	g	
CAL 1-15 Ping Yven	Telephone lines-838/711/795 Pacific-pull and replace with ABS conduit	1450	100%	\$ \$0,000	6A	59	s		Work reprogrammed
	Paving	1450	100%	\$ 225,447	59	69		<u> </u>	Work reprogrammed
	Water Pipes	1460	100%	\$ 134,406	64	5	.s.	۲	Work reprogrammed
-	Mail boxes	1460	100%	\$ 31,073	\$ 50,338	\$ 50,338	\$	50,338	Work completed
	504 Madification	1460	%001	\$ 3,833	\$ 9,015	\$ 9,015	.,	9,015	Work completed by Force Account
	Vacant units	1460	100%	·	\$ 26,447	\$ 26,447	i,	26,447	Work completed by Force Account
	Security Window Screen for ground floorunits and Centers.	1460	100%	10,000	5		٠.	•	Work reprogrammed
CAL 1-16, Alemany	Needs wrought iron perimeter fencing	1450	100%	s	·	5	\$	-	Work reprogrammed
	Paving	1450	100%	\$ 25,184	·		5 9		Work reprogrammed
	Vernlation	1460	100%	\$ 23,146	⊌1	69	s	-	Work reprogrammed
	Vacant units	1460	100%	5	199'621	مر	s	154,061	Work in progress by Force Account
	Exterior Painting	1460	%001	\$ 650,000	\$ 390,365	\$ 390,365	\$	390,365	Work completed
CAL 1-17A, Hunters' Point	Exterior security lighting	1450	100%	· ·	s		1 44	•	Work reprogrammed
	Sewer	1450	100%	, sò	isa	<u>~</u>		 -,-	Transfer work item to CFP 2004
	Fire escapes	1460	100%	\$ 2,480	64	4	<u>د</u>	'	Work reprogrammed
	Bay Window Repairs	1460	100%	\$ 125,000	55	1.5	u	'	Work reprogrammed
	304 Modification	1460	100%	,	\$ 5,514	5,514	۵.	5,514	Work completed by Force Account
	Exterior Repair	1460	100%	\$ 156,017	\$ 151,599	665'151 \$ 0	<u>د</u>	151,599	Work completed by Force Account
CAL 1-18(1), 1880 Pine Street	Common Space Improvement	1460	100%	· •	\$ 26,671	1 \$ 26,671	5		Work in progress
CAL 1-18(3) Hunters View	Exterior security lighting	1450	100%	\$	\$	2	<u>پ</u>	-	Work reprogrammed
	Security Fencing	1450	%001	45	us	s	\$	·	Work reprogrammed
	Vacant units	1460	100%	3	\$ 50,842	\$ 50,842	\$	 -	Work in progress by Force Account
	Window Griff	1460	100%	\$ 15,000	\$ 10,200 \$	007'01 \$ 0	\$ (3,282	Work in progress
Signature of Executive Director			Date	Signature of Public h	Signature of Public Housing Director/Programs Administrator	ns Administrator			Date
<u>×</u>	Myster Cla sur 1	0 2008		×					
Mirian Saez, Interim Executive Director	lve Director								المستحرف والمراجع والم والمراجع والمراجع والمراجع والمراجع والمراجع والمراجع والمراج

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

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

No. 10.00 No.	PHA Name:	ALLIACIANTA	Grant Type and Number	fumber mm Great No.	CA39P001501-	7.		Fed 200	Federal FY of Grant: 2005 CFP	
Control of Secretary	SAN FRANCISCO HOUS	SING AUTHORITI	Replacement Bous	sing Factor Grau	rd No:					
Contained Cont	Development Number	General Description of Major Work Categories	Dev Acct No.	Quantity	Total	Estimated Cost	F)	otal Actual (Cost	Status of Proposed Work?
1.00 1.00	Name/HA-Wide Activities	The state of the s			Original	Revised1	Funds Obligate	. G	Funds Expended2	
Control Security 155 105% 5 175%			0.57	7000		6	6			Work completed
15.50 10.00 1.00	CAL 1-18 (4), Alice Griffith	Extenor security lighting	1450	02001		4	٠,			Work removement
Color of the Theories plants 1450 1450 1550 25,000		ADA/504 Playground accessibility	1450	2001		•	۱	- 1		MON September
Dictionary Dic		Curbs - Handicap Ramps	1450	100%		↔	64			Work completed
Victor (Large) Vict		ADA/504	1460	100%		s				Work completed by Force Account
National System Regular National System Regular National System Regular National System Regular National Regular Na		Vacant Units	1460	%001	!	59	s			Work completed by Force Account
Hatting System Regain		Bird proofing Lead paint	1460	100%	44	ļ	\$9			Work completed
Part cabilization & bad profited 1460 12676 5 5 5 5 5 5 5 5 5	<u>.</u>	Heating System Repairs	1460	%00 1		\$	6-5		 	Work completed
First alone 1460 107% 5 599 5 15,587 5 5,514 5	CAL 1-18(6) Ping Yuen North	Paint stabilitzation & bird proofing	1460	100%	s			 	,	Work in progress
1660 100% 5 15.50 15.50 5 15.50 5 15.50 5 15.50 5 15.50 5 15	CAL 1-18 (7), Hayes Valley,	Boiler repair/replacementBoiler	1460	100%		1	<u>ب</u>	5		Work reprogrammed
Set Medification 1460 100% 5 1,135 5 1,1	Velasco	Fire alarm	1460	%001	ب					Work in progress
Latinets Regineement (Kitchen Improvement) Lideo 100% S 193.48 S 15.22 S 11,223 S 1	CAL 1-18 (10) 255 Woodside Gardens	504 Medification	1460	%001	s		\$ 368			Work completed by Force Account
1460 100% S 147,000	CAL 1-18(13) Mission Dolores	ADA/504	1460	100%		69				Work in progress by Force Account
Table Carbon Car	CAL 1-19 (1), 990 Pacific Ave.		1460	100%	s	S	\$9	5	1	Work reprogrammed
Table 100% S 147,000 S - S - S - S - S - S - S - S - S -	CAL 1-19 (2), 1750 McAllister	1	1460	100%			s,		·	Work reprogrammed
1460 100% S S S S S S S S S	St. CAL 1-20, 3850 18th St.	Elevator repairs	1460	100%			\$	· ·	,	Work reprogrammed
aution Legical 100% S - S - S - S - S - S - S - S - S - S		Roof enclosure	1460	100%	₩			_	 	Work in progress
1460 100% S 6,584 S	CAL 1-21 Clementina St.	Boilers	1,450	79001		,	5-	,	,	Work item transfer to CFP 2004
1460 100% S 6,584 S S S S S S S S S		Fire line	1460	100%	, s			, 59	,	Work in progress
replacement 1450 100% 5 10,000 5 8,493 5 8,493 5 9,970 Provements, repairs, painting 1460 100% 5 1,000 5 1,9		504 Modification	1460	100%		S				Wark completed by Force Account
replacement 1450 100% \$ 5 8,493 \$ 8,493 \$ 8.49	CAL 1-27, 350 Ellis St	Exterior security lighting	1450	%001		s.	-		•	Work reprogrammed
1460 100% S 190,000 S 394,407 S 399,970 S 190,000 S 190,000 S 190,000 S 190,970 S 190,970 S 190,000		Security	1450	%001	3		\$			Work in progress
Provements, repairs, painting 1460 100% 5 100,000 5 7,910 5 7,	CAL 1.28 666 Ellis Street	Exhaust fan replacement	1460	100%	•		69			Work in progress
1460 100% S 7,910 S	CAL 1-30A, 462 Duboce St.	Extenor improvements, repairs, painting	1460	100%			<u>دم</u>	<u>.</u>		Work reporgrammed
1460 100% 5 256,000 5 31,000 5 27,630 5	CAL 1-31 Sanchez St.	ADA/504	1460	100%		s				Work completed by Force Account
1460 100% S 33,000 S 33,000 S 27,630 Provements, repairs, painting 1460 100% S 1,190 S S S S S S S S S S	CAL 1-32, 1760 Bush St.	Elevator repairs	1460	100%			\$			Work reporgrammed
provements, repairs, painting 1460 100% \$ 1,190 \$. \$. \$. \$. provements, repairs, painting 1460 100% \$. \$. \$. \$. \$. \$. \$. \$. \$. \$. Date Signature of Public Housing Director/Programs Administrator X X X X		Generator	1460	100%		\$				Work in progress
1460 100% S S S S S S S S S	CAL 1-34, 363 Noe St.	Exterior improvements, repairs, painting	1460	100%		1 1	s -	- \$	-	Work reporgrammed
Date Signature of Public Housing Director/Programs Administrator **The Company of Public Housing Director/Programs Administrator** **The Company of Public Housing Director	CAL 1-34, 200 Randolph Street	Extenor improvements, repairs, painting	1460	100%	S	s	s	,	,	Work reprogrammed
10 2008	Standards of Executive Directs	70		Date	Signature of Publ	ic Housing Director/Prog	rams Administrate	jo		Date
and a large supply			000		' >					
	×	The sol I	2007		<					

form HUD-52837 (9/98) ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report Capital Fund Program Beplacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

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

PHA Name SAN FRANCISCO HOUSING AUTHORITY	ING AUTHORITY	Grant Type and Number Capital Fund Program Gr Replacement Housing Fac	Stant Type and Number Capital Fund Program Grant No: CA Replacement Housing Factor Grant No:	CA39P001501-05	v		2005 CFP	2005 CFP	
Development Number	General Description of Major Work Categories	onies Dev. Acct No.	Quantity	Total E	Total Estimated Cost	Total	Total Actual Cost		Status of Proposed Work?
Name/HA-Wide Activities				Original	Revised1	Funds Obligated2	Exper	Funds Expended2	
CAL 1-35A California St	ADA/504	1460	100%	\$ 2,514	6,	2,514 \$ 2,	2,514 \$	2,514	Work completed by Force Account
CAL 1-36 227 Bay St.	Elevator repairs	1460	100%	\$ 53,326	6 \$ 53,326	s	53,326 \$	53,326	Work completed
٠. يبي	Generator	1460	100%	\$ 36,662	2 \$ 41,202	s	41,202 \$	25,666	Work in progress
	Clearance Signs	1460	100%	\$ 1,100	s	1,100 \$ 1,	1,100 \$	1,100	Work completed
7 41 1.37 491 3 let Ave	Exterior innovements repairs rainting	1460	300%	6 4	v ₂	\$	٠.	ı	Work reprogrammed
CAI, 1-41, 430 Turk Street	Stand by generator	1460	100%	€7	65	\$ -	s -		Work reprogrammed
	Waterproofing	1460	100%	\$ 1,251,043	3 \$ 1,256,962	62 \$ 1,256,962	962 \$	1,250,719	Work in progress
CAL 1-43 Robert Pitts Plaza	Waterproofing Deck	1460	100%	000'899 \$	0 \$ 712,032	112,032	032 \$	712,032	Work completed
	Pigeon Control	1460	100%	\$ 105,000	602,709	s	\$ 602,201	105,709	Work completed
	Vacani Units	1460	100%	\$ 67,605	5 \$ 142,452	s	142,452 \$	142,452	Work completed by Force Account
	Ada/504	1460	100%	\$ 3,525	s	2,682 \$ 2,	2,682 \$	2,682	Work completed by Force Account
	Deck repair	1460	100%	\$. \$ 34,199	S.	34,199 \$	34,199	Work completed by Force Account
	Fire alarm	1460	100%	s	\$ 221,5	221,570 \$ 221,	221,570 \$	4,804	Work in progress by Force Account
	Security Screen Door	1460	100%	\$ 18,126	55	6 \$ 050'6	\$ 050'6	9,050	Work completed
	Relocation	1495	100%	\$	1.4	1,400 \$ 1,	1,400 \$	1,400	Work completed
Signature of Executive Direct			Date	Signature of Public	Signature of Public Housing Director/Programs Administrator	ams Administrator			Date
×	Man Class	JUL 1 0 2008		×					

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Status of Proposed Work² Reprogrammed to Projects Reprogrammed to Projects Work reprogrammed
Work in progress
Work reprogrammed
Work reprogrammed Work completed
Work reprogrammed
Work reprogrammed
Work reprogrammed
Work reprogrammed
Work reprogrammed
Work reprogrammed
Work reprogrammed Work reprogrammed Work in progress Work in progress Reprogrammed Work in progress Federal FY of Grant: 2005 CFP 3,526 100,000 23,463 98,863 55,224 4,792,108 154.087 Total Actual Cost
Funds Funds
Obligated2 Expended2 127,721 234,282 24,000 106,505 13,601 100,000 5,459,829 Signature of Public Housing Director/Programs Administrator 250,000 \$ 18,210 24,000 5,556,540 143,608 100,000 106,392 Revised1 Total Estimated Cost 24,000 **\$** 59,656 **\$** 68,647 **\$** Capital Fund Program Grant No: CA39P001501-05 Replacement Housing Factor Grant No: 67,181 5,194,465 150,000 100,000 25,000 275,000 100,000 Original × As Req.
As Req. As Req. As Req. As Req. As Req. As Req. As Req. As Req. Grant Type and Number Date Dev. Acct No 1460 1460 1460 1450 1460 1460 1460 1470 1470 1460 1460 1460 1475 1475 1475 JUL 10 2008 Subtotal Non-Dwelling Equipment Bathroom Repair
HA Wide Community Facility improvements
HA Wide interior common space, including furnishings, fixtures and equipment Subtotal Construction HA-Wide fire unit repair and vacant units rehabilitation (FA)

HA-Wide New appliances

HA-Wide Sidewalk repair/replacement, fences and site accessibility (FA)

Hardware smoke detectors General Description of Major Work Categories HA-Wide Hazardous Material Abatement
HA-Wide 504/ADA reasonable accommodations (FA) Elevator upgrades Modernization of Property Offices PHA Wide (FA) Electrical Improvements Plumbing Improvements
HVAC Improvements
Vacant Unit Rehab (FA) SAN FRANCISCO HOUSING AUTHORITY Surveillance cameras Computer Hardware Intercom systems Resident Klosk Minan Saez, Interim Executive Director Name/HA-Wide Activities Signature of Executive Dig Development Number NON-DWELLING EQUIPMENT PHA-Wide: PHA Name:

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacament Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Status of Proposed Work? Work in progress Work in progress Work reprogrammed Work completed Work completed Work completed Work completed Work in progress Work completed 1,431,439 Federal FY of Grant: 2005 CFP 338,081 51,000 2,862,878 259,533 **\$** 228,508 1,656,941 **\$** 1,656,941 733,260 **\$** 733,260 1,431,439 759,993 12,619,214 2,618,709 Expended2 Total Actual Cost Funds Funds 14,052,553 | \$ 2,649,734 \$ 87,672 \$ 75,000 \$ 2,862,878 908,254 343,465 1,414,391 1,431,439 1,431,439 Obligated2 Signature of Public Housing Director/Programs Administrator 908,696 \$ 343,465 \$ 150,900 \$ 98,493 \$ 2,762,878 \$ 1,431,439 \$ 1,450,654 \$ 1,431,439 2,862,878 14,314,389 Revised1 Total Estimated Cost 375,639 1,599,055 788,184 991,520 596,209 100,000 2,862,878 14,314,389 Capital Fund Program Grant No: CA39P001501-05 1,431,439 1,787,729 2,762,878 1,431,439 Original Replacement Housing Factor Grant No: As Req. As Req. As Req. As Req. 100% Quantity Grant Type and Number Oate TOTAL GRANT: Dev. Acct No. 1408 1408 1408 1410 1430 1430 1430 1406 JUL 1 0 2008 Subtotal Management Improvements Subtotal administration Subtotal Fees and Cost: General Description of Major Work Categories A/E Consultants
Inspector, Safety Inspectors & In-house A/E Services
HA-Wide Laad Testing
HA-Wide Assers Testing
Energy Audit PHA Wide Computer Software Security Patrol Services Resident Empowerment and Self Sufficiency Program Administration of CFP 10% of total Grant OPERATING SUBSIDY PHA Name: SAN FRANCISCO HOUSING AUTHORITY MANAGEMENT IMPROVEMENTS (@ 20% OF TOTAL GRANT) OPERATING SUBSIDY (@ 20% OF TOTAL GRANT) Name/HA-Wide Activities Mirlan Saez, Interim Exe Development Number Signature of Executive ADMINISTRATION FEES AND COSTS

Vork in progress by Force Account Work in progress by Force Account Work completed by Force Account 2005 CFP Reasons for Revised Target Dates Work completed by Force Account Work completed by Force Account Transfer work item to CFP 2004 Work reprogrammed Work completed Work completed Work completed Date Federal FY of Grant: 12/31/07 12/31/06 12/31/07 12/31/07 90/06/6 3/31/07 3/31/06 3/31/06 Actual 6/30/06 90/05/9 Signature of Public Housing Director/Programs Administrator

8/17/2007

60/11/8 8/17/09 60/11/8

8/17/07

8/17/07

Replace sewer at 89/91 Watchman Way Slide repairs. Erosion stabilization

Site electrical improvements

Sigeon Control

6/30/07

90/05/9

10/11/8

8/17/07

Exterior improvements, repairs, painting

CAL 1-8, Westside Courts

CAL 1-10, Potrero Annex

CAL 1-9, Westbrook

ADA/504 ADA/504

hone System/Door hardware

ADA/504

8/17/09

90/08/9 3/31/06 8/17/2007

90/08/6

8/17/07

70/11/8

8/17/07 8/17/07

Water Proes

Paving

CAL 1-15, Ping Yuen

Mail Boxes

ADA/504

8/17/07

elephone lines-838/711/795 Pacific-pull and replace with ABS conduit

8/17/07

60/11/8 8/17/09 60/11/8 60/11/8 60/11/8 8/17/09

20/11/8

Security Window Screen for ground floorunits and Centers.

/acant Units

Date

Mirlan Saez, Interim Exekutive Director

Signature of Executive Directy

3/31/07

(Quarter Ending Date)
Revised All Funds Expended Grant Type and Number Capital Fund Program No: CA39P001501-05 Replacement Housing Factor No: U.S. Department of Housing and Urban Development Office of Public and Indian Housing Original 8/17/09 8/17/09 8/17/09 8/17/09 8/17/09 8/17/09 12/31/06 Actual 6/30/06 12/31/06 90/08/9 (Quarter Ending Date) All Fund Obligated 8/17/07 70/11/8 70/11/8 12/11/8 70/21/8 Needs buildings re-piped underneath at 1020-1628/1035-1053/1000-1028 Connecticut New boiler set up and piping Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule Site electrical improvements Development Number Name/IIA-Wide Activities Electrical repairs Plumbing repairs Abate Lead acant Units SAN FRANCISCO HOUSING AUTHORITY

CAL 1-2 Potrero Terrace CAL 1-1 Holly Court

CAL 1-3, Sunnydale

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Annual Statemen/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule

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

PHA Name:			Gr	Grant Type and Number	Number	2 2		Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	X			placement Housin	Replacement Housing Factor No.	20.100		2005 CFP
	Development Number	All Fur	All Fund Obligated		۷. ن	All Funds Expended (Onarter Ending Date)	e I	Reasons for Revised Target Dates
	Name/HA-Wide Activities	leamin)	Paricad Date	Action	Leaning	Revised	Actual	
CAL 1-16, Alemany	Needs wrought iron perimeter fencing	8/17/07			8/17/09			Work reprogrammed
	Pavng	20/11/8			8/17/09			Work reprogrammed
	Ventilation	8/17/07	-		60/11/8			Work reprogrammed
	Vacant Units							Work in progress by Force Account
	Exterior Painting	79/11/8			8/17/09		12/31/07	Work completed
CAL 1-17A, Hunters' Point West	Extenor security lighting	8/17/07			8/11/09			Work reprogrammed
	Sewers							Transfer work item to CFP 2004
	Fire escapes	10/11/8			60/11/8			Work reprogrammed
	Bay Window Repairs	8/17/07			8/17/09			Work reprogrammed
	504 Modification			6/30/07			12/31/07	Work completed by Force Account
	Exterior Repair		8/17/07	3/31/06		8/17/2007	12/31/07	Work completed by Force Account
CAL 1-18(1), 1880 Pine Street	Common Space Improvement							Work in progress
CAL 1-18(3), Hunters View	Extenior security lighting	70/11/8			8/17/09			Work reprogrammed
	Security Fencing	10/1/8			8/17/09			Work reprogrammed
	Vacant Units							Work in progress by Force Account
	Window Grills		8/17/07			8/17/2009		Work in progress
CAL I-18 (4), Alice Griffith	Extenor security lighting	8/17/07		3/31/06	60/11/8		12/31/06	Work completed
	ADA/504 Playground accessibility	10/11/8			8/17/09			Work reprogrammed
	Curbs - Handicap Ramps		10/11/8	90/06/9		8/17/2007	3/31/07	Work completed
	ADA/504		8/17/07	3/31/06		8/17/2007	12/31/07	Work completed by Force Account
	Vacant Units			9/30/06			90/08/6	Work completed by Force Account
	Bird proofing Lead paint			6/30/07			12/31/07	Work completed
	Heating System Repairs	8/17/07		12/31/06	8/17/09		12/31/06	Work completed
CAL 1-18 (6), Ping Yuen North	Paint stabilization & bird proofing							Work in progress
CAL 1-18 (7), Hayes Valley, Velasco	Boiler repair/replacementBoiler	8/17/07			8/17/09			Work reprogrammed
	Fire alarm		-					Wrok in progress
CAL 1-18 (10), 255 Woodside Gardens	ADA/504			6/30/07			12/31/07	Work completed by Force Account
CAL 1-18 (13) Mission Dolores	ADA/504		8/17/07	3/31/06		8/17/2007		Work in progress by Force Account
CAL 1-19 (1), 990 Pacific Ave.	Range and Cabinets Replacement	8/17/07			60/11/8			Work reprogrammed
CAL 1-19 (2), 1750 McAllister St.	Elevator repairs	8/17/07		-	60/11/8			Work reprogrammed
CAL 1-20, 3850 18th St	Elevator repairs	8/17/07			8/17/09			Work reprogrammed
,	Roof enclosure							Work in progress
Signature of Executive Director			Date Sig	nature of Public H	- lousing Director/Pr	Signature of Public Housing Director/Programs Administrator		Date
	JUL 1 0 2008	-	<u>×</u>					
Mirian Saez, Interim Efecutive Director	500 10							

OMB Approval No. 2577-0157 (exp. 06/30/2005)

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

SAN FRANCISCO HOUSING AUTHORITY Development Number Name/HA-Wide Activities CAL 1-21 Clementina St. Boilers Fire line ADA/504 ADA/504 CAL 1-28, 666 Ells Street Extentor security lighting CAL 1-28, 666 Ells Street Extentor security lighting Security CAL 1-30, 462 Duboce St. Extentor improvements, repairs CAL 1-31 Sunchez St. ADA/504 CAL 1-32, 1760 Bush St. Elevator repairs	umber Activities	All Fun	All Fund Obligated	Replacement Housing Factor No:	g Factor No:			2005 CFP
Q ra	umber Activities	All Fun						
	- I	(Ouarter	Ouarter Ending Date)		4	All Funds Expended (Quarter Ending Date)	- G	Reasons for Revised Target Dates
		Original	Revised	Actual	Original	Revised	Actual	
			8/17/07			8/17/2007		Work item transfer to CFP 2004
			8/17/07			8/17/2009		Work in progress
				90/06/9			90/06/9	Work completed by Force Account
		8/17/07			60/L1/8			Work reprogrammed
			8/17/07			8/17/2009		Work in progress
	placement		8/17/07			6007/11/8		Work in progress
	Exterior improvements, repairs, painting	8/17/07			8/17/09			Work reprogrammed
			8/17/07	3/31/06		8/17/2007	90/06/9	Work completed by Force Account
		8/17/07			60/11/8			Work reprogrammed
Generator			40/11/8	3/31/06		8/17/2007		Work in progress
CAL 1-34, 363 Noe St. Exterior impro	Extenor improvements, repairs, painting	8/17/07			8/17/09			Work reprogrammed
CAL 1-34, 200 Randolph Street Exterior impro	Exterior improvements, repairs, painting	8/17/07			60/11/8			Work reprogrammed
CAL 1-35 A California St. ADA/504			8/17/07	3/31/06		8/17/2007	6:30/07	Work completed by Force Account
CAL 1-36 227 Bay St. Elevator Repairs	airs			12/31/05			3/31/06	Work completed
Generator			8/17/07			8/17/2009		Work in progress
				1/31/06			3/31/06	Work completed
	Exterior improvements, repairs, painting	8/17/07			8/17/09			Work reprogrammed
CAL 1-41, 430 Turk Street Stand by generator		8/17/07			8/17/09			Work reprogrammed
Waterproofing	98		8/17/07			8/17/2007		Work in progress
CAL 1-43 Robert Pitts Plaza Waterproofing Deck	lg Deck		8/17/07	90/05/9		8/17/2007	3/31/08	Work completed
Pigeon Control	[0		10/11/8	3/31/07		8/17/2007	6/30/07	Work completed
Vacant Units				9/30/06			12/31/06	Work completed by Force Account
ADA/504			8/17/07			8/17/2009	12/31/07	Work completed by Force Account
Deck repair							3/31/08	Work completed by Force Account
Fire alarm								Work in progress by Force Account
Security Screen Door	en Door		8/17/07	90/02/9		8/17/2007	12/31/07	Work completed
Refocation				8/17/07			12/31/07	Work completed
		_		•				
Signature of Executive Director	1	Date		nature of Public H	ousing Director/Pro	Signature of Public Housing Director/Programs Administrator	ħ.	Date
* CHIMA	JUL 1 0 2008		×					

Annual Statemant/Performance and Evaluation Report Capital Fund Program and Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

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

			2	Grant Type and Number	Number			Federal FY of Grant:
PHA Name:			, O	apital Fund Progr	Capital Fund Program No. CA39P001501-05	501-05		
SAN FRANCISCO HOUSING AUTHORITY				eplacement Housi	ng Factor No:			2005 CHP
	Development Number	All F	All Fund Obligated			All Funds Expended	77	Reasons for Revised Larget Dates
Z	Name/HA-Wide Activities	- 1	(Quarter Ending Date)	losso 4) (edition	(Quarter Ending Date)	e)	
	HA Wide Hoserdone Material Abstement	8/17/07	Nevisco	DC:UG	8/17/09	nograpy		Work in progress
PHA-Wide:	HA Wide \$04/A DA resconship accommodations (FA)	8/17/07	-		8/17/09			Reprogrammed to Projects
	HA.W.de fire unit repair and vacant units rehabilitation (FA)	8/17/07			8/17/09			Reprogrammed
	HA-Wide New appliances	8/17/07		9/30/06	8/17/09		90/08/6	Work completed
	HA-Wide Sidewalk repair/replacement, fences and site accessibility	8/17/07			8/17/09			Work reprogrammed
	Hardwire smoke detectors	8/17/07			8/17/09			Work reprogrammed
	Elevator upgrades	8/17/07			8/12/09			Work reprogrammed
	Modernization of Property Offices PHA Wide (FA)	8/17/07			8/17/09			Work reprogrammed
	Electrical Improvements	8/17/07			8/17/09			Work reprogrammed
	Plumbing Improvements	8/17/07			8/17/09			Work reprogrammed
	HVAC Improvements	8/17/07			8/17/09			Work reprogrammed
	Vacant Unit Rehab (FA)	8/17/07			8/17/09		•	Reprogrammed to Projects
	Intercom systems	8/17/07			8/17/09			Work reprogrammed
	Bathroom Repair			12/31/06		8/17/2009		Work in progress
	HA Wide Community Facility improvements	60/11/8			60/11/8			Work reprogrammed
	HA Wide interior common space improvements, including furnishings,	8/17/07			8/17/09			Work reprogrammed
Civil a succession	CCTY System (Security Camera Monitoring System)	8/17/07			8/17/09			Work in progress
EQUIPMENT	Computer Hardware	8/17/07			8/17/09			Work in progress
	Resident Kiosk		8/17/07			8/17/2009		Work reprogrammed
			Date C	onabire of Dublic	Housing Director/P	Sinnah re of Dublic Housing Discont/Programs Administrator		Date
Signature of Executive Director	The Can sur	JUL 1 0 2008			a de la companya de l			
MINAN SAEL, INCHIN EAGURINE ENGINE			-					

form HUD-52837 (9/98) ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

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

OMB Approval No. 2577-0157 (exp. 06/30/2005)

Development Number Name/HA-Wide Activities Computer Software Security Patrol Services Resident Empowerment and Self Sufficiency Program Administration of CFP Grant AE Consultants Inspector, Safety Inspectors, & to house A/E services HA-Wide Leaf Testing HA-Wide Leaf Testing HA-Wide Ashesros Testing Energy Audit PHA Wide
Name/HA-Wide Activities (Quarter Encholog Date) (Quarter Encholog Date) Computer Software 8/17/07 8/17/09 3/31/08 Resident Empowerment and Self Sufficiency Program 8/17/07 8/17/09 3/31/08 Administration of CFP Grant 8/17/07 8/17/07 8/17/09 12/31/07 Administration of CFP Grant 8/17/07 8/17/07 8/17/09 12/31/07 MA-Wide Lead Testing 8/17/07 8/17/09 3/31/08 HA-Wide Asbestos Testing 8/17/07 8/17/09 3/31/08 Energy Audit PMA Wide 8/17/07 8/17/09 3/31/08
Computer Software 8/17/07 Revised Actual Original Revised Actual Security Pairol Services 8/17/07 8/17/07 8/17/09 3/31/08 Resident Empowerment and Self Sufficiency Program 8/17/07 8/17/07 8/17/09 3/31/08 Administration of CFP Grant 8/17/07 8/17/07 8/17/07 11/31/07 Inspectors, Safety Inspectors, & In house A/E services 8/17/07 8/17/09 3/31/08 HA-Wide Leaf Testing 8/17/07 8/17/09 3/31/09 Energy Audit PHA Wide 8/17/07 8/17/09 3/31/09
Computer Software \$17/07 \$17/09 3/31/08 Security Patrol Services \$17/07 \$17/09 3/31/08 Resident Empowerment and Self Sufficiency Program \$17/07 \$17/09 1/3/31/07 Administration of CFP Grant \$17/07 \$17/09 1/3/31/07 Inspection, Safety Inspectors, & In house A/E services \$17/07 \$17/09 3/3/08 HA-Wide Leaf Testing \$17/07 \$17/09 3/3/08 Energy Audit PHA Wide \$17/07 \$17/09 3/3/08
Security Patrol Services 8/17/07 8/17/09 3/31/08 Resident Empowerment and Self Sufficiency Program 8/17/07 8/17/09 3/31/08 Administration of CFP Grant 8/17/07 8/17/07 11/31/07 Inspector, Safety Inspectors, & In house A/E services 8/17/07 8/17/07 3/31/08 HA-Wide Leaf Testing 8/17/07 8/17/07 8/17/09 3/31/09 Energy Audit PHA Wide 8/17/07 8/17/09 8/17/09 8/17/09
Resident Empowerment and Self Sufficiency Program 8/17/07 8/17/09 3/31/08 Administration of CFP Grant 8/17/07 8/17/07 12/31/07 12/31/07 Inspectors, Sulety Depetors, & In house AE services 8/17/07 8/17/07 3/31/08 3/31/08 HA-Wide Land Tearing 8/17/07 8/17/07 8/17/09 3/31/09 Energy Audit PIAA Wide 8/17/07 8/17/07 8/17/09 3/31/09
Administration of CFP Grant 8/17/07 8/17/07 12/31/07 A/E Consultants 8/17/07 8/17/07 1/31/09 HA-Wide Lead Testing 8/17/07 8/17/09 3/31/08 HA-Wide Ashersos Testing 8/17/07 8/17/09 3/31/08 Energy Audit PHA Wide 8/17/07 8/17/09 8/17/09
Administration of CFP Grant 8/17/07 8/17/07 12/31/07 A/E Consultants A/E Consultants 8/17/07 8/17/07 3/17/09 HA-Wide Lead Testing 8/17/07 8/17/09 3/17/09 Energy Audit PHA Wide 8/17/07 8/17/09 8/17/09
A/E Consulants 8/17/07 8/17/07 8/17/09 3/3 1/08 HA-Wide Lead Testing 8/17/07 8/17/09 3/3 1/08 HA-Wide Ashersos Testing 8/17/07 8/17/09 3/3 1/09 Energy Audit PHA Wide 8/17/07 8/17/09 8/17/09
A/E Consultants 8/17/07 8/17/07 8/17/09 3/31/08 HA-Wide Lead Testing 8/17/07 8/17/09 3/31/08 HA-Wide Ashersos Testing 8/17/07 8/17/09 8/17/09 Energy Audit PHA Wide 8/17/07 8/17/09 8/17/09
A.P. Experience, Solid Inspections, & In house A/E services 8/1/07 8/1/09 3/3/08 HAA-Wide Leaf Testing 8/17/07 8/17/09 3/3/08 HAA-Wide Ashersos Testing 8/17/07 8/17/09 Energy Audit PHA Wide 8/17/07 8/17/09
HA-Wide Leaf Testing
HA-Wide Leaful 65TING 811709 HA-Wide Asbestos Testing 817107 Energy Audit PHA Wide 817107 R1707
Energy Audit PHA Wide 8/17/07 8/17/09
Energy Audit P15A Wide 8/17/09
Operating SUBSIDY Operating Subside Work completed



5.3 P&ER FOR 2006 CAPITAL FUND PROGRAM AS OF 3/31/08

OMB Approval No. 2577-0157 (exp. 11/30/2008)

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

Annual Statement / Performance and Evaluation Report Capital Fund Program (CGP) Part I: Summary

PHA Name:	ne:	Capital Fund Grant Number			FFY of Grant Approval:
SAN FR	SAN FRANCISCO HOUSING AUTHORITY	Replacement Housing Factor No. CA39P00150106	39P00150106		2006
_ P	Original Annual Statement: Revised 9/25/06	Reserve for Disasters/ Emergencies		Revised Annual Statement/Revision Number:	ision Number: 1
F Perf	Performance and Evaluation Report for Program Year Ending: 3/31/08		L	Final Performance and Evaluation Report	on Report
Line No.	Summary by Development Account	Total Estimated Cost	ated Cost	Total Actual Cost ²	ral Cost²
		Original	Revised ¹	Obligated	Expended
-	Total non-CFP Funds	0\$			
2	1406 Operations (May not exceed 20% of line 20)	\$2,636,377	\$2,636,377	\$2,636,377	\$2,636,377
_س	1408 Management Improvements (May not exceed 20% of line 20)	\$2,714,266	\$2,714,266	\$2,584,266	\$2,559,676
4	1410 Administration (May not exceed 10% of line 20)	\$1,357,134	\$1,357,134	\$1,096,357	\$1,096,357
3	1411 Audit	0\$	0\$	0\$	0\$
9	1415 Liquidated Damages	0\$	0\$	0\$	
_	1430 Fees and Costs	\$1,087,333	\$1,087,333	\$994,517	\$698,550
8	1440 Site Acquisition	0\$	0\$	0\$	0\$
6	1450 Site Improvement	\$912,355	\$864,859	\$341,447	\$290,647
9	1460 Dwelling Structures	\$4,172,072	\$4,369,134	\$2,030,764	\$1,132,923
=	1465.1 Dwelling Equipment—Nonexpendable	\$100,000	\$100,000	\$100,000	\$100,000
12	1470 Nondwelling Structures	\$200,000	\$150,000	0\$	0\$
13	1475 Nondwelling Equipment	\$291,795	\$292,229	\$83,721	\$66,058
14	1485 Demolition	0\$	0\$	0\$	
15	1490 Replacement Reserve	0\$	0\$	0\$	
16	1492 Moving to Work Demonstration	0\$	0\$	0\$	0\$
12	1495.1 Relocation Costs	0\$	0\$	0\$	0\$
18	1499 Mod used for Development	\$100,000	0\$	0\$	
19	1502 Contingency (May not exceed 8% of line 20)	0\$	0\$	0\$	0\$
20	Amount of Annual Grant (Sum of lines 2-19)	\$13,571,332	\$13,571,332	\$9,867,449	\$8,580,588
21	Amount of line 20 Related to LBP Activities	\$550,000	\$157,929	\$98,409	\$78,409
22	Amount of line 20 Related to Section 504 compliance	\$450,000	\$69,781	\$69,781	\$69,781
23	Amount of line 20 Related to Security	\$1,867,889	\$2,179,366	\$2,129,366	\$2,109,798
24	Amount of line 20 Related to Energy Conservation Measures	\$1,082,612	\$830,774	\$158,162	\$158,162
Signatur	Signature of Executive Director and	Date	Signature of Public Housing Director/Programs Administrator	tor/Programs Administrator	Date
×	College May		×		
Mirian	Mirian Saez, Interim Executive Director	JUL 1 0 2008			

 $^{^{\}rm I}$ to be completed for the Performance and Evaluation Report or a Revised Annual Statement. $^{\rm I}$ to be completed for the Performance and Evaluation Report.

1 of 1

form **HUD-52837** (9/98) ref Handbook 7485.3

								i.	
Annual Statement/Performance and Evaluation Report	Evaluation Report	U.S. Depar	U.S. Department of Housing and Urban Development	ousing				OMB Approval No. 2577-0157 (exp. 11/30/2008)	. 2577-0157
Part II: Supporting Pages		Office of Pu	Office of Public and Indian Housing	ian Hous	ing				
PHA Name:		Capital Fun	Capital Fund Grant Number	per					FFY of Grant Approvat:
SAN FRANCISCO HOUSING AUTHORITY	אודץ	CA39P00150106	150106						2006
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	ated Cost	Total Actual Cost	tuai Cost	Status of Proposed Work ²
Name/HA-Wide Activities		o Ž		Ö	Original	Revised1	runds Obligated ²	Funds Expended ²	
CAL 1-1, Holly Courts	Heating System upgrades (Energy Conservation)	1460	100%	\$	2,612	\$ 672,612	€	\$	
,	Playground Repair	1450	100%	€9	1,594	1,594	\$ 1,594	1,594	Work completed
	ADA/504	1460	100%	€	6,011	\$ 5,823	\$ 5,823	3 \$ 5,823	Work complete by Force Account
	Laundry Room	1470	100%	₩		\$ 150,000	÷	φ,	Add
CAi 1-2, Potrero Terrace	Boiler and Hot water re-piping at 145/159 Dakota (Energy Conservation)	1460	100%	€9	120,000	· ·	် မာ	· ↔	Work reprogrammed
	Tree pruning	1450	100%	\$	75,000	\$ 21,290	\$ 21,290	21,290	Work completed
	Security Fencing	1450	100%	69	49,203	5	₩	€	Work reporgrammed
	Playground Repair	1450	100%	₩	797	\$ 797	\$ 797	262 \$ 2	Work completed
	Bath Tub Refinishing	1460	100%	s o	•	\$ 1,050	\$ 1,050	1,050	Work completed
	Lead Base Paint	1460	100%	€9	330,567	\$ 296,096	\$ 296,096	€9	53,702 Work in progress by Force Account
	ADA/504	1460	100%	69	i	\$ 12,417	\$ 10,475	v	Work in p
	Handrails	1460	100%	€9	,	\$ 2,602	\$ 2,602	es.	Work completed
CAL 1-3, Sunnydale	Tree pruning	1450	100%	₽	172,827	\$ 36,290	\$ 36,290	23,090	
	Playground Repair	1450	100%	€9	3,188	\$ 3,188	\$ 3,188	3 \$ 3,188	
	Slide Repairs/Erosion Stabilization	1450	100%	59	112,355	•	49	₩.	Work reprogrammed
	Drainage Improvement	1450	100%	\$	•	\$ 96,750	\$ 96,750	6	Work completed
	ADA/504	1460	100%	↔	6,083	\$ 6,083	\$ 3,822	\$	3,822 Work in progress by Force Account
CAL 1-8, Westside Courts	Playground Repair	1450	100%	€>	4,659	\$ 4,659	\$ 2,247	7 \$ 2,247	Work completed
	Parking Lot Repaving	1450	100%	€>	95,341	\$ 251,000	€	€	
	ADA/504	1460	100%	₩		\$ 28,765	\$ 19,245	5 \$ 19,245	Work completed by Force Account
CAL 1-9, Westbrooks	Exterior Seculry Lighting	1450	100%	€9	50,000	\$ 59,164	\$ 59,164		Work completed
	ADA/504	1460	100%	()	1	\$ 3,896	\$ 2,485	5 \$ 2,485	Work completed by Force Account
Signature of Executive Director and			Date	Signatur	e of Public H	Signature of Public Housing Director/Programs Administrator	grams Administrato		Date
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Mirian Saez, Interiiii Evecutive D	8007 0 7 700								

Capital Fund Centeral Description of Major Work Categories Capital Fund Centeral Description of Major Capital Fund Centeral Description of Major Work Categories Capital Fund Centeral Description Capital Fund Centeral Description of Major Capital Fund Centeral Description Capital Fund Capital Fun	Annual Statemen/Performance and Evaluation Report Capital Fund Program (CFP)	d Evaluation Report	U.S. Department of Housing and Urban Development	U.S. Department of Hous and Urban Development	ousing					OMB Approval No. 2577-0157 (exp. 11/30/2008)	5. 25/7-015/
Capile Find Count Number	Part II: Supporting Pages		Office of P	ublic and Inc	ian Housin	9					
Garactal Description of Major Work Categories Dev. Acct. Outsrift)	PHA Name:		Capital Fur	d Grant Nun	ber						FFY of Grant Approval:
Work State Conspirated Description of Major Work Categories Days Acct of Quantity Acct of Quantity Acct of Quantity Acct of Quantity Acct of Categories Total Estimated Coast Total Estimated Coast Total Estimated Coast Total Estimated Coast Expension Coas	SAN FRANCISCO HOUSING AUTHO	DRITY	CA39P0(0150106							2006
Tree prump	Development Number	General Description of Major Work Categories	Dev. Acct	Quantity	1	otal Estima	ted Cost		Total Actu	al Cost	Status of Proposed Work ²
Tree puning	Name/HA-Wide Activities		o N		Origii	lad	Revised ¹	Obji	gated ²	Funds Expended ²	
Playgound Repair 1450 100% \$ 1,0587 \$ 3,904 \$ 3,904 \$ 5 Playgound Repair 1450 100% \$ 1,0587 \$ 1	CAL 1-10, Potrero Annex	Tree pruning	1450	100%		000'0		-	18,290		
Pelaygound Repair Pelaygound Repair Pelay Pelaygound Repair Pelay Pelaygound Repair Pelay Pela		ADA/504	1460	100%	₩	'			3,904		Work in progress by Force Account
rity gate and intercorn system 1450 100% 5 116.697 5 113.097 5 - 5 113.097 5 - 5 - 750 5 113.097 5 - 750 5 113.097 5 - 750 5 113.090 5 1	CAL 1-15, Ping Yuen	Playground Repair	1450	100%	69	_		ļ	2,391		
Proofing Pro		Security gate and intercom system	1460	100%					-		
Proofing Froofing 5 11,890 \$ 11,890		Paving	1450	100%	sp.	,				<u> </u>	
1460 100% 5 20.887 5 750 750 5 750 750 5 750 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 5 750 750 750 750 750 750 750 750 750 750 750 750 750 750 7		Tree pruning	1450	100%	s.	ļ			11,690		
1460 100% 5 20,887 5 23,572 5 19,786 5 17,801 17,801 1460 100% 5 20,010 5 198,91		Bird Proofing	1460	100%	69				750		
1460 100% 5 - 198,910 5 198,910		ADA/504	1460	100%	ь				19,766		
1450 100% 5 2.391 5		Lead Base Paint Stabilization	1460	100%	es.	1			198,910		
Froofing From Repair for Lighting for Sacurity Lighting Lighting for Sacurity Lighting Lighting for Sacurity Lighting for Sacurity Lighting for Sacurity Lighting Lighting for Sacurity Lighting Lighting for Sacurity Lighting for Sacurity Lighting for Sacurity Lighting for Sacurity Lighting Lighting for Sacurity Lighting for Sacurity Lighting for Sacurity Lighting for Sacurity Lightin		Exterior improvements, repairs painting	1460	100%		┸	· te	€9		€9	Work reprogrammed
1450 100% 5 20,000 20,000 5 20	CAL 1-16, Alemany	Playground Repair	1450	100%	ss.	!		-	2,391		
Proofing Pro		Exterior Lighting	1450	100%	₩	*			20,000		
1450 100% \$ 250,000 \$ - \$ - \$ - \$ - \$ V		Bird Proofing	1460	100%	₩	,			2,715		
1450 100% \$ 2,391		Kitchen sink and countertop replacement (Phase 1)	1460	100%		ــــ	·	69	١	6	Work reprogrammed
Stabilization 1460 160% \$ - \$ 267,000 \$ - \$ \$ - \$ \$ - \$ \$ - \$ \$	CAL 1-17A, Hunters Point West	Playground Repair	1450	100%	\$	₩		1	2,391		
rior Security Lighting 1450 100% \$ 137,609 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 10,836 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,391 \$ 1,410		Lead Stabilization	1460	100%	es.	'			'	6	Work in progress
1450 100% \$ 2,391		Exterior Secuirty Lighting	1450	100%	€5	_			10,836		
Mon Space Improvement	CAL 1-17B, Hunters Point East	Playground Repair	1450	100%	₩			₽	2,391		
1460 100% \$ 3,675 \$ 3,638 \$ 1,419 \$ 55	CAL 1/18(1) JFK Tower	Common Space Improvement	1460	100%	↔				27,041		
JUL 1 0 2008 Signature of Public Housing Director/Programs Administrator x		ADA/504	1460	100%	€9	1			1,419		
M M	Signature of Executive Director and		# 0 2008	Date	Signature c	of Public Ho	using Director/Pn	ograms Ad	ministrator		Date
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Annual Statement Performance and Capital Fund Program (CFP)		and Urban Office of Pu	and Urban Development Office of Public and Indian Housing	int ian Housir	9			(exp. 11/30/2008)	30/2008)	
Fall II. Supporting		Capital Fund	Capital Fund Grant Number	ber	,					FFY of Grant Approval:
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SAN FRANCISCO HOUSING AUTHORITY	RITY	CA39P00150106	150106							2008
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity		Total Estimated Cost	ited Cost	Total Actual Cost	Actual Cost	980	Status of Proposed Work ²
Name/HA-Wide Activities		o Z		Original	inal	Revised ¹	Obligated ²	Ë	Expended ²	
CAL 1-18(3) Hunters' View	ADA/504	1460	100%	₩	7.29	\$ 3,677	\$ 3,677	\$ 22	2,354	Work in progress by Force Account
	Vacant units	1460	100%	49		\$ 105,292	\$ 105,293	83 &	72,182	Work in progress by
	Mold & Mildew	1460	100%	ெ	1	\$ 12,638	\$ 12,638	38 \$	12,638	Work completed
	Windows	1460	100%	€9		\$ 31,300	\$ 31,300	\$ 00	418	Work in progress
	Furnishing	1475	100%	€9	,	\$ 434	\$	434 \$	434	Work completed
	Pre-Development - Mod Use for Development -Planning	1499	100%	es.	50,000	, С	69	67		Work reprogrammed
CAL 1-18(4), Alice Griffith	Domestic heat water and heating systems replacement (Phase 2) (Energy Conservation)	1460	100%	<u>.</u>	L	\$ 58,162	\$ 58,162		58,162	Work completed
	ADA/504	1460	100%	es.	12,320	\$ 11,650	\$ 11,650	\$ 09	3,676	Work in progress by Force Account
	Playground Repair	1450	100%	€	2,391	\$ 2,391	\$ 2,391	91 \$	2,391	Work completed
	Exterior Security Lighting	1450	100%	€9	-	\$ 5,000	\$ 5,000	\$ 00		Work in progress
	Tree pruning	1450	100%	8	115,436	\$ 37,490	\$ 37,490	\$ 06	24,890	Work in progress
CAL 1-18(5), Rosa Parks	Common Space Improvement	1460	100%	∽	47,196	\$ 47,247	\$ 47,247	47 \$	47,247	Work completed by Force Account
	ADA/504	1460	100%	s,	,	\$ 9,245	\$ 9,245	45 \$	7,787	Work in progress by Force Account
	Property Manager Office Improvements	1470	100%	€9	20,000	\$	\$	63	•	Work reprogrammed
	Resident Services Office Improvements	1470	100%	69	000'09	٠ د	89	€		Work reprogrammed
CAL 1-18(6), Ping Yuen North	Security	1460	100%	€ ≯	1	\$ 190,000	.	\$		Add new line item
	Paint Stabilization & Bird Proofing	1460	100%	()		\$ 537,809	\$	\$	1	Work in progress
	ADA/504	1460	100%	9	,	\$ 4,530	\$ 4,530	30 8	2,890	Work in progress by Force Account
CAL 1-18(7), Velasco	Boiler System	1460	100%	↔		\$ 334,818	\$ 334,818	18 \$	1	Work in progress
CAL 1-18(10) 255 Woodside	Common Space Improvement	1460	100%	€	38,128	\$ 38,128	\$ 38,128	28 \$	32,478	Work in progress by Force Account
CAL 1-18(13) Mission Dolores	Common Space Improvement	1460	100%	↔	38,128	\$ 38,128	\$ 38,128	28 \$	26,478	Work in progress by Force Account
	Conduit & New Auto Door Opener	1460	100%	s	,	\$ 9,736.00	\$ 9,736.00	\$ 00	4,595.00	Work in progress by Force Account
Signature of Executive Direal fam x x Mirian Saez, Interim Executive Di	MWW MW JUL 10	I 0 2008	Date	Signature X	of Public Ho	Signature of Public Housing Director/Programs Administrator X	rams Administrat	oc		Date

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Control Parties and Indian Polasing Control Parties and Indian Polasing Control Parties and Indian Polasing Control Parties Cont	Annual Statement/Performance and	Evaluation Report	O.S. Depa	Developme	ousing ant					(exp. 11/3)	7,2008)	
Catable Fund Clastic Ending Coast Number Catable Fund Clastic Ending Ending Coast Catable Ending Coast Cat	Capital Fund Program (C.F.) Part II: Supporting Pages		Office of P	ublic and Ind	ian Ho	using						
CA39PON160106 CA39PON160106 CA39PON160106 CA39PON160106 CA39PON160106 CA39PON160106 CA39PON160106 CA39PON16010	TITLE WINDS		Capital Fu	nd Grant Nun	Jer						-	FY of Grant Approval:
Comment Description of Major Work Categories No. Columnity Total Estimated Cost Total Actual Actual Cost Total A	THE MAINTE.	VT.	CA39P0	0150106								2006
No	SAN FRANCISCO HOUSING ACTION											
Notitional Common Space improvement Notitional No	Development Number	General Description of Major Work Categories	Dev. Acct			Total Estim	ated Cost		Total Act	ual Cost		Status of Proposed Work
Common Space Improvement Carrier Capture Representation	Name/HA-Wide Activities		ó Z		Ŭ	Original	Revised		Obligated ²	Exp	anded ²	
Fire Alam System Improvement Fire Alam System Fire Alam System Improvement Fire Alam System	CAL 1-19(1), 990 Pacific	Common Space Improvement	1460	100%		7,126	i		27,126	↔	16,720	Work in progress by Force Account
Fire Alam System Improvement 1460 100% 5 170,000		Range and Cabinet Replacement (Energy Conservation)	1460	100%	€	150,000	69	69		69	-	Work reprogrammed
Fire Alarm System Improvements	CAL 1-19 (2), 1750 McAllister St.	Common Space Improvement	1460	100%	↔				76,066	1	76,066	Work completed by Force Account
Fire Alarm Spater Improvement 1460 100% \$ 170,000 \$ 170,000 \$ 13,128 \$ 23,551 \$ 23,551 \$ 20,000 \$ 20,		ADA/504	1460	100%	⇔				5,386	1	,	Work in progress by Force Account
Common Space Improvement 1460 100% 5 38,128 5 38,128 5 23,551		Fire Alarm System Improvements	1460	100%	₩	170,000		1		€9	1	Work in progress
Common Space Improvement	CAL 1-20 3850 18th Street	Common Space Improvement	1460	100%	ક્ક				38,128		23,551	Work in progress by Force Account
A/5C4 Independent of procession	CAL 1-21 320/330 Clementina	Common Space Improvement	1460	100%	s.				13,864		13,864	Partial work in progress by Force Account - See CFP 2004
mmon Space Improvement 1460 100% \$ 41,796 \$ 34,528 \$ 26,471 \$ 26,471 Alarm System Improvements 1460 100% \$ 130,000 \$ 52,814 <td></td> <td>ADA/S04</td> <td>1460</td> <td>100%</td> <td>↔</td> <td>13,369</td> <td></td> <td></td> <td>13,369</td> <td></td> <td>10,572</td> <td>Work in progress by Force Account</td>		ADA/S04	1460	100%	↔	13,369			13,369		10,572	Work in progress by Force Account
Alarm System Improvements 1460 100% \$ 130,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	CAL 1-23, 1880 Pine Street	Common Space Improvement	1460	100%	€	41,796			34,528		25,471	Work in progress by Force Account
1460 100% \$ 52,814 \$ 52,8		Fire Alarm System Improvements	1460	100%	€9	130,000	₩	€9	•	69	Ī	Work reprogrammed
Autilation System Improvements 1460 100% \$ 130,000 \$ 190,000 \$ -	CAL 1-27, 350 Ellis Street	Common Space Improvement	1460	100%	(A)	45,463			52,814		52,814	Work completed by Force Account
grade Entry Gate and Fence 1450 100% \$ 30,000 \$ 0.000		Ventilation System Improvements	1460	100%	s	130,000		l	·	€9	•	Work in progress
mmon Space Improvement 1460 100% \$ 30,859 \$ - \$ 5 \$ 5 <	CAL 1-28, 666 Ellis Street	Upgrade Entry Gate and Fence	1450	100%	69	30,000			1	٠,	,	Work in progress
manon Space Improvement 1460 100% \$ 400,000 \$ 19,670		Common Space Improvement	1460	100%	↔	30,859		,	4 0 0 0 0 0 0		- 020	Work reprogrammed
mmon Space Improvement 1460 100% \$ 19,791 \$ 28,985		Exhaust Fan Replacement	1460	100%	€	400,000			19,870	- 1	0/8/61	work completed
mmon Space Improvement 1460 100% \$ 23,459 \$ 23,459 \$ 16,124 \$ 16,124 \$ 16,124 \$ 16,124 \$ 16,124 \$ 16,079 \$ 16,079 \$ 16,000	CAL 1-29 345 Arguello	Common Space Improvement	1460	100%	€9	19,791			28,985		28,985	Work completed by Force Account
mmon Space Improvement 1460 100% \$ 16,124 \$ 16,124 \$ 16,079 IM IM IM X X X X A 16,124 \$ 16,079 Selection of Public Housing Director/Programs Administrator A Date Signature of Public Housing Director/Programs Administrator Date A Date A A Date Date A Date Date A Date Date<	CAL 1-30(A) 462 Duboce	Common Space Improvement	1460	100%	€9	23,459			23,459		16,935	Work in progress by Force Account
IN III JUL 1 0 2008 Date Signature of Public Housing Director/Programs Administrator x	CAL 1-31 25 Sanchez	Common Space Improvement	1460	100%	₩.	16,124		1	16,124		16,079	Work in progress by Force Account
	Signature of Executive Director And X	you they sur 1	2008	Date	Signat X	ture of Public F	lousing Director/P	rogran	ns Administrator			Date

Annual Statement/Performance and Evaluation Report	Evaluation Report	U.S. and I	U.S. Department of Housing and Urban Development	f Housi	Bu			E S	OMB Approval No. 2577-0157 (exp. 11/30/2008)	7917-1797
Part II: Supporting Pages		Office	Office of Public and Indian Housing	Indian	Housing					
PHA Name:		Capit	Capital Fund Grant Number	umber						FFY of Grant Approval:
SAN FRANCISCO HOUSING AUTHORITY	RITY	CA3	CA39P00150106	g						2006
Douglament Nimber	General Description of Major Work Categories	Dev. Acct	Acct Quantity	_	Total Estin	Total Estimated Cost		tal Actual (Cost	Status of Proposed Work ²
Name/HA-Wide Activities		o Z		<u> </u>	Original	Revised	runds Obligated ²	Funds Fi	Funas Expended²	
CAL 1-32, 1760 Bush Street	ADA/504	1460	30 100%	69	1,297	\$ 715	ь	221 \$	221	Work in progress by Force Account
	Common Space Improvement	1460	30 100%	69	27,126	\$ 27,126	₩	27,126 \$	19,937	Work in progress by Force Account
	Fire Alarm System Improvements	1460	30 100%	es.	130,000	\$ 113,655	\$	\$	-	Add new line item
CAL 1-34, 363 Noe Street	Common Space Improvement	1460	30 100%	↔	12,456	\$ 12,333	s	12,333 \$	9'25'9	Work in progress by Force Account
	Waterproofing	1460	30 100%	49	70,000	У	69	1	1	Work reprogrammed
CAL 1-35, Great Highway	Electrica!	1460	30 100%	€9	i	\$ 49,611	69	49,611 \$	46,077	Work in progress
CAL 1-35 2698 California Street	Common Space Improvement	1460	30 100%	€9	16,124	\$ 12,876	69	12,876 \$	10,339	Work in progress by Force Account
	ADA/504	1460	30 100%	69	,	\$ 3,371	49	3,371 \$	3,371	Work completed by Force Account
CAL 1-36 227 Bay Street	Common Space Improvement	1460	30 100%	69	12,456	\$ 12,427	s	12,427 \$	7,168	Work in progress by Force Account
CAL 1-37 491 31st Avenue	Common Space Improvement	1460	30 100%	₩	27,396	\$ 30,146	€9	30,146 \$	30,146	Work completed by Force Account
CAL 1-39(A) 939 Eddy Street	Common Space Improvement	41	1460 100%	₩	16,426	\$ 16,426	€9	16,426 \$	16,426	Work completed by Force Account
	Conduit & New Auto Door Opener	41	1460 100%	69		\$ 10,068	49	10,068 \$	5,444	Work in progress by Force Account
CAL 1-39(B) 951 Eddy Street	Vacant Units	1460	30 100%	₩		\$ 4,069	₩.	4,069 \$	3,482	Work in progress by Force Account
CAL 1-41 430 Turk Street	Common Space Improvement	4	1460 100%	49	38,128	\$ 38,128	€	38,128 \$	22,339	Work in progress by Force Account
CAL 1-43 Robert Pitts	Playground Repair	41	1450 100%	69	2,391	\$ 2,391	s	2,391 \$	2,391	Work completed
	Тгее	14	1450 100%	G		\$ 2,475	\$	2,475 \$	2,475	Work completed
	Bird Proofing	4	1460 100%	ss.	,	\$ 2,000	\$	2,000 \$	675	Work in progress
	Fire Alarm	14	1460 100%	es.	•	\$ 46,790	€ 9	\$	-	Work in progress
	Fire Sprinkler	4,	1460 100%	↔	•	\$ 25,000	€7	24,000 \$	•	Work in progress
	Subtotal Developments	oments		\$	5,047,613	\$ 5,246,839	s	2,235,057 \$	1,356,577	
Signature of Executive Director and	MAN PER JULI	0 2008	Date	Sign	nature of Public I	Signature of Public Housing Director/Programs Administrator X	ograms Adminis	strator		Date
Mirian Saez, Interim Executive Dire	rector V			\dashv						

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Annual Statement/Performance and Evaluation report Capital Fund Program (CFP)	Evaluation report	and Urban	and Urban Development	int int) <u>@</u>	(exp. 11/30/2008)	
Part II: Supporting Pages		Office of Pu	Office of Public and Indian Housing	ian Housing						
PHA Name:		Capital Fun	Capital Fund Grant Number	ber						FFY of Grant Approval:
SAN FRANCISCO HOUSING AUTHORITY	aty	CA39P00150106	0150106							2006
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity	Total	Total Estimated Cost	ed Cost	Tota	Total Actual Cost	Cost	Status of Proposed Work ²
Name/HA-Wide Activities		o Z		Orîginal		Revised ¹	obligated ²	~	Funds Expended ²	
PHA-Wide:	HA-Wide Lead Abatement	1460	As Req.	\$ 50,	\$ 000'09	20,000	\$	000	-	Work in progress
	HA-Wide Asbestos Abatement	1460	As Req.	\$ 50,	\$ 000'09	5,000	ω,	2,000	\$	Work in progress
	Mold and Mildew Remediation	1460	As Req.	\$ 37,	37,381 \$	17,677	11	17,677 \$	17,516	Work in progress
	Blood-born pathogens decontamination	1460	As Req.	\$	4,433 \$	1	\$,		Work reprogrammed
	HA-Wide 504/ADA reasonable accommodations (FA)	1460	As Req.	₩	69	ı	\$	'	+	Work reprogrammed
	Bathroom Repair	1460	As Req.	€	49	45,000	\$	45,000	,	Work in progress
	HA-Wide Fire Unit Repair (FA)	1460	As Req.	69	У	1	es	,	5	Work reprogrammed
	HA-Wide New appliances (Energy Conservation)	1465	As Req.	\$ 100,	100,000	100,000	\$ 100	100,000	100,000	Work completed
	HA-Wide Sidewalk repair/replacement and fences (FA)	1450	As Req.	€9	4	1	es.	,	,	Work reprogrammed
	HA-Wide Community and Laundry Facility rehabilitation.	1470	As Req.	\$ 50,	\$ 000'09	•	€9	,	•	Work reprogrammed
	Hardwire smoke detectors	1460	As Req.	\$ 10,	10,000	-	€	, ,	·	Work reprogrammed
	Elevator upgrades	1460	As Req.	()	٠	;	\$	'	- 8	Work reprogrammed
	Surveillance cameras	1475	As Req.	\$ 50	\$ 000'09	50,000	€9		-	Work in progress
	Modernization of Property Offices PHA Wide (FA)	1470	As Req.	\$ 20	\$ 000'09	1	€9	-	\$ -	Work reprogrammed
	Landscaping	1450	As Req.	€	+	•	€9	•	-	Work reprogrammed
	Rooftop ventilation and heat pump improvements	1460	As Req.	49	,	1	\$	'	-	Work reprogrammed
	Electrical Improvements (Energy Conservation)	1460	As Req.	₩	49	1	\$	<u> </u>	-	Work reprogrammed
	Plumbing Improvements (Energy Conservation)	1460	As Req.	\$ 10,	10,000 \$	1	\$	'	· •	Work reprogrammed
	HVAC Improvements (Energy Conservation)	1460	As Req.	€	•		₽	'	-	Work reprogrammed
	Vacant Unit Rehabilitation (FA)	1460	As Req.	€	€9	1	\$	'	-	Work reprogrammed
	Intercom systems	1460	As Req.	\$ 25,	25,000 \$		5	'	·	Work reprogrammed
	HA Wide interior common space improvements, including furnishings, fixtures and equipment (FA)	1460	As Req.	⊌	69	49,911	\$ 48	49,911 \$	49,911	Work completed
	Gutter/Downspout replacement (FA)	1450	As Req.	€9	69	1	\$	'	-	Work reprogrammed
	Pre-Development - Mod Use for Development	1499	As Req.	\$ 20	\$ 000'09	1	\$,	69	Work reprogrammed
	Subtotal Non-dwelling Equipment			\$ 486,	486,814 \$	287,588	\$ 237	237,588 \$	167,427	
Signature of Executive Director and X	JULIO COS 30L 10 2008		Date	Signature of Pu X	Jolic Hou	Signature of Public Housing Director/Programs Administrator X	rams Administ	rator		Date
Mirian Saez, Interim Executive Di) hippop									

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Annual Statement Fer Dimense and Evanding report (Capital Find Program (CFP)		and Urban	and Urban Development	int			(exp. 11/30/2008)	
Part II: Supporting Pages		Office of Pu	iblic and Ind	Office of Public and Indian Housing				
PHA Name:		Capital Fund Grant Number	d Grant Num	ıber				FFY of Grant Approval:
SAN FRANCISCO HOUSING AUTHORITY	RITY	CA39P00150106	150106					2006
Development Number	General Description of Major Work Categories	Dev. Acct	Quantity	Total Est	Total Estimated Cost	Total Actual Cost	ual Cost	Status of Proposed Work ²
Name/HA-Wide Activities		Š	•	Original	Revised ¹	Funds Obligated ²	Funas Expended ²	
NON-DWELLING EQUIPMENT	Windows AC Unit Room 200, Egbert	1475	100%	\$ 3,000	3,000	\$ 2,900	\$ 2,900	Work in progress
	Ergonomic Fumiture	1475	As Req.	\$ 60,000	\$ 60,000	\$ 494	\$ 494	Work in progress
	Obsolete Routers replacement	1475	100%	\$ 10,000	\$ 10,000	\$ 8,006	₽	Work in progress
	Obsolete computer monitor replacement	1475	100%	\$ 15,000	\$ 15,000	69	·	
	Automatic fire supression computer room	1475	100%	\$ 20,000	\$ 20,000	€	٠ چ	
	EMC disk storage and Xtender San Upgrade	1475	100%	\$ 25,000	\$ 32,724	\$ 32,724	\$ 28,605	Work in progress
	Obsolete Server replacement	1475	100%	\$ 75,000	\$ 67,276	\$ 6,311	\$ 4,443	Work in progress
	Inserter/Sorter Machine	1475	100%	\$ 25,000	\$ 25,000	\$ 24,144	\$ 20,474	Work in progress
	Design Jet Printer/Plotter	1475	100%	\$ 8,795	\$ 8,795	\$ 8,708	\$ 8,708	Work in progress
	Subtotal Non-dwelling Equipment			\$ 241,795	\$ 241,795	\$ 83,287	\$ 65,624	
Signature of Executive Director and	and the state of t	JUL 1 0 2008°		Signature of Public	Signature of Public Housing Director/Programs Administrator	rams Administrator		Date
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Central Description of Major Work Categories Central Find Sent Number	Community Supprove Services Capable Leading Community Supprove Services Capable Leading Capa	Annual Statement/Performance and Evaluation Report	5 Evaluation Report	U.S. Depa	U.S. Department of Housing	lousing				OMB Approval No. 2577-0157 (exp. 1130/2008)	roval No. 2 2008)	577-0157
Contain Find Grant Fund Grant Number	Captain Fund General Description of Major Work Categories Captain Fund General Captain Fund General Description of Major Work Categories Captain Fund General Captain Fund General Description of Major Work Categories Captain Fund General Captain Fund General Description of Major Work Categories Captain Fund General Captain General General General General General Captain General Gen	Capital Fund Program (CFF) Part II: Supporting Pages		Office of F	ublic and In≀	dian Ho	using					
Community Supportive Services Prop. Acct. Quantity Prop. Community Supportive Services Prop.	Community Supportion of Major Mont Categories	PHA Name:		Capital Fu	nd Grant Nur	aper					<u>u</u>	FY of Grant Approval:
Community Supportive Services	Community Supportive Services Over Acta Over Act	SAN FRANCISCO HOUSING AUTHO	RITY	CA39P0	0150106						<u>~</u>	900
Community Supportive Services	Community Supportive Services	Development Number	General Description of Major Work Categories	Dev. Acct			Total Estima	ited Cost	Total,	Actual Cost		status of Proposed Work
Community Supportive Searches 1408 1700% 5 646.428 5 442.501 5 42	Community Supprofise Services 1409 140	Name/HA-Wide Activities		o Z		J	Original	Revised1	Obligated ²	Expen	ded²	
Security starting 100% 5	Security gatting 100% 5 4,000 5 7,800 5	MANAGEMENT	Community Supprotive Services	1408	100%	69			44	\$	442,931	Work completed
Figure Security Figure Sec	Figure Security Figure Sec	MPROVEMENTS	Security staffing	1408	100%	€	l			€÷	7,850	Work completed
Consider Remote Data Vaul Electronic Stronger 1408 100% \$ 25,000 \$ 2,000 \$ 5	Disabler Recovery Remote Data Value Electronic Stranger 1409 100% 5 25,000 25,000 25,000 25,000 25,000	(@ 20% OF TOTAL GRANT)	Improve security	1408	100%	69	⊢			s.	696'860	Work in progress
Cost Allocation Plan 1408 100% \$ 25 000 \$ 25 000 \$ 5 0	Cost Notation Plan 1406 100% 5 25,000 5 26,000 2 26,)	Disaster Recovery Remote Data Vault Electronic Storage	1408	100%	es es	1		s	€9	,	
Administration of CFP 10% of total Grant (inprovements) Administration of CFP 10% of 1006 of 10	Subtest Upgrade		Cost Allocation Plan	1408	100%	€9	1		\$	\$	-	
Administration of CFP 10% of total Grant Subtotal Management Improvements 1410 S 1,357,134 S 1,367,134 S 1,367,134 S 1,369,357 S 1,369,377 Administration of CFP 10% of total Grant Subtotal Fees and Coals 1420 As Reg 15,000 S 1,000, 3	Acministration of CFP 10% of total Grant Subtotal Management improvements 1410 S 1,357,134 S 1,3948 S 2,744,266 S 2,584,767 S 1,099,357 S 1,099,377 S		System Upgrade - ECS	1408	100%	€9			\$	₽	-	
Administration of CFP 10% of total Grant Subtotal Management Improvements 1410 \$ 2,714,266 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,676 \$ 2,569,677 \$ 2,599,577 \$ 2,599,577	Administration of CPP 10% of total Grant Administration of CPP 10% of total Grant Suptical administration APE Consultants APE APPROAD \$ 7,367,714 \$ 7,096,357 \$ 1,096,357 \$ 1,096,357 APE Consultants APE APPROAD \$ 7,000 \$ 5,		Asset Management Training	1408	100%	€9	┺			છ	14,926	Work in progress
Administration of CFP 10% of total Grant Subtotal administration 1410 \$ 1,557,134 \$ 1,357,134 \$ 1,096,357 \$ 1,096,	Administration of CFP 10% of total Gant Subtotal administration		Subtotal Management Improvements			45	ш			s.	559,676	
ACCONSULARISE ACCONSULARICE AC	AC Consultants AC A	ADMINISTRATION	Administration of CFP 10% of total Grant	1410	-	49	\perp			€	096,357	Work completed
AE Consultants AE Rea	AFE Consultants AFE Consultant		Subtotal administration			\$	$oldsymbol{oldsymbol{}}$	1,357,134		s,	096,357	
AME Consultants staffing AME Consultant staffing AME Con	ACE Consultantes staffing AE Red. \$ 617,331 \$ 417,517 \$ 126,0453 HAVWide Lead Testing HAVWIDE Testing HAVWIDE Testing HAVWIDE Testing HAVING As Self-Sas Testing HAVING As Self-Sas Testing HAVWIDE Testing HAVWIDE Testing HAVWIDE Testing HAVING As Self-Sas Testing HAVWIDE Testing HAVWIDE Testing HAVING As Self-Sas Testing HAVIN		a di Caratte de Caratt					4		,	- 100	
HA-Wide Abbestor Testing	ACCOMMENTAL SHRING ACCOMMENT ACCOMM	FEES AND COSTS	A/E Consultants	1430	As Reg.	4		416,333	es e	59 6	128,097	Work in progress
HAWde Asbestos Testing HAWde Asbestos Testing Subtotal Fees and Custs Subtotal Fees and Custs 1430 As Req	HA-Wide Lead resing		A/E Consultants - staffing	1430	As Req.	₽ 0		581,000	→	e e	2/0/453	work in progress
OPERATING SUBSIDY Sand Was Director March 1 10 2008 Subinotal Fees and Costs 1406 \$ 1,087,333 \$ 1,067,333 \$ 2,636,377	OPERATING SUBSIDY Subtotal Fees and Costs 1406 S 2,636,377 S 2,		HA-Wide Lead Testing	1430	As Red	e es	ſ			· ·	1	
OPERATING SUBSIDY Subtotal Fees and Costs 1406 S 2,636,377 S 2,	OPERATING SUBSIDY Subtotal Fees and Costs \$ 1,087,333 \$ 1,087,333 \$ 2,636,377 \$ 2		Burgo I parender april A.V.		!							
OPERATING SUBSIDY 1406 \$ 2,636,377 \$ 2,63	OPERATING SUBSIDY 1406 \$ 2,636,377 \$ 2,63	!	Subtotal Fees and Costs			<u>پ</u>	\vdash	1,087,333		\$	698,550	
### TOTAL GRANT: \$ 13,571,332 \$ 13,677,332 \$ 9,867,449 \$ 8,580,588 ##################################	### TOTAL GRANT: \$ 13,571,332 \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################	OPERATING SUBSIDY (@ 20% OF TOTAL GRANT)	OPERATING SUBSIDY	1406		₩.				٠.	,636,377	Completed
TOTAL GRANT: \$ 13,571,332 \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 **MM*******************************	TOTAL GRANT: \$ 13,571,332 \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 MM											
TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 MMM	TOTAL GRANT: \$ 13,571,332 \$ 13,671,332 \$ 9,867,449 \$ 8,580,588 **MM*** **Signature of Public Housing Director/Programs Administrator** **X**** **TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 **X**** **X***** **TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588									<u>, </u>		
TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 MM	### TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################						•				•	
TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 MMM	### TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################						•	•				
### TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################	### TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################											
### TOTAL GRANT: \$ 13,571,332 \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################	### TOTAL GRANT: \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 ##################################										_	
### TOTAL GRANT: \$ 13,571,332 \$ 13,571,332 \$ 9,867,449 \$ 8,580,588	### TOTAL GRANT: \$ 13,571,332 \$ 13,571,332 \$ 9,867,449 \$ 8,580,588 MM											
WMM III III JUL'I 0 2008 Date Signature of Public Housing Director/Programs Administrator	WWW WW JUL I 0 2008 Date Signature of Public Housing Director/Programs Administrator		/ ///	Ιοτ	TAL GRANT					\$	580,588	
your of	A MANK	Signature of Executive Director an	Mann Min Jou	0 2008		Signat	ture of Public H	ousing Director/Prog	trams Administra	ıtor	<u> </u>	iate
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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Repla Part III: Implementation Schedule	Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule	ченғ)		U.S. Department of Hous and Urban Development Office of Public and Indian	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	J Susing		OMB Approval No. 2577-0157 (exp. 11/30/2008)
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	HORITY			Grant Type and Number Capital Fund Program No:	Grant Type and Number Capital Fund Program No: CA39P00150106	P00150106		Federal FY of Grant: 2006 CFP
	Development Number	All	All Fund Obligated Ouarter Ending Date)	ed late)	All F (Quar	All Funds Expended (Quarter Ending Date)	ed ate)	Reasons for Revised Target Dates
		Original	Revised	Actual	Original	Revised	Actual	
CAL 1-1, Holly Courts	Heating System upgrades (Energy Conservation)	7/17/08			7/17/10			
	Playground Repair			12/31/06			12/31/07	Work completed
	ADA/504			12/31/06			12/31/06	Work completed by Force Account
	Laundry Room							Add new line item
CAl 1-2, Potrero Terrace	Boiler and Hot water re-piping at 145/159 Dakota (Energy Conservation)	7/17/08			7/17/10		:	Work reprogrammed
	Tree pruning	7/17/08			7/17/10	ı	3/31/08	Work completed
	Security Fencing	7/17/08			7/17/10			Work reprogrammed
•	Playground Repair			12/31/06			12/31/07	Work completed
	Bath Tub Refinishing		7/17/08	12/31/07			3/31/08	Work completed
	Leas Base Paint			3/31/06				Work in progress by Force Account
	ADA/504			12/31/07		3/31/08		Work in progress by Force Account
	Handrails			3/31/06			3/31/08	Work completed
CAL 1-3, Sunnydale	Tree pruning	7/17/08			7/17/10			Work in progress
	Playground Repair	 		12/31/06			12/31/07	Work completed
	Slide Repairs/Erosion Stabilization	7/17/08			7/17/10			Work reprogrammed
	Drainage Improvement			12/31/07			3/31/08	Work completed
	ADA/504			12/31/06			12/31/06	Work completed by Force Account
CAL 1-8, Westside Courts	Playground Repair			12/31/06	7/17/10			Work completed
	Parking Lot Repaving	7/17/08			7/17/10			
	ADA/504			12/31/07			3/31/08	Work completed by Force Account
CAL 1-9, Westbrooks	Exterior Secuirty Lighting	7/17/08			7/17/10		3/31/08	Work completed
	ADA/504						3/31/08	Work completed by Force Account
Signature of Executive Director and	<i>b</i>	Date		Signature of P	Signature of Public Housing Director/Programs Administrator	Director/Progr	ams Adminis	trator Date
X	a de la constante de la consta	JUL. 1 0 2008		×				
Mirian Saez, Interim Executive Direct	lifector							

Kitchen sink and countertop replacement (Phase 1)

Playground Repair

CAL 1-17A, Hunters Point West

ead Stabilization

Common Space Improvement

ADA/504

Mirian Saez, Interirk Executive Dire

Signature of Executive Difector

Exterior Seculity Lighting

Playground Repair

CAL 1-17B, Hunters Point East

CAL 1-18 (1) JFK Tower

Exterior improvements, repairs painting

Playground Repair

CAL 1-16, Alemany

Exterior Lighting

Bird Proofing

Lead Base Paint Stabilization

Bird Proofing

ADA/504

ree pruning

Paving

Security gate and intercom system

Playground Repair

CAL 1-15, Ping Yuen

U.S. Department of Housing

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: SAN FRANCISCO HOUSING AUTHORITY

Name/HA-Wide Activities Development Number

Tree pruning

CAL 1-10, Potrero Annex

ADA/504

form **HUD-52837** (9/98) ref Handbook 7485.3

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Capital Fund Flogram and Capital Line I to	Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule	RHF)		and Urban Development Office of Public and Indian	and Urban Development Office of Public and Indian Housing	lousing		(exp. 11/30/2008)
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	ORITY			Grant Type and Number Capital Fund Program No. (Grant Type and Number Capital Fund Program No. CA39P00150106	9P00150106		Federal FY of Grant:
		1			11 4	Security District	7	2006 CFP
Dev	Development Number Name/HA-Wide Activities	All P (Quar	All Fund Obligated (Quarter Ending Date)	ed ate)	ğ Ö	All Funds Expended (Quarter Ending Date)	ate)	Reasons for Revised Target Date
		Original	Revised	Actual	Original	Revised	Actual	
CAL 1-18 (4) Hunters View A	ADA/504			3/31/07				Work in progrrss by Force Account
<u> ^ </u>	Vacant units			12/31/07		9/30/08		Work in progrrss by Force Account
	Mold & Mildew			12/31/07			3/31/08	Work completed
<u> </u> >	Windows			12/31/07		9/30/08		Work in progress
111	Funishing		i	12/31/07			3/31/08	Work completed
ĮL ŠL	Pre-Development - Mod Use for Development Planning	7/17/08			7/17/10			Work reprogrammed
CAL 1-18(4), Alice Griffith	Domestic heat water and heating systems replacement (Phase 2) (Energy Conservation)	7/17/08			7/17/10		12/31/07	Work completed
<u> </u>	ADA/504			90/08/6				Work in progress by Force Account
<u>, u</u>	Playground Repair			12/31/06	7/17/10		3/31/08	Work completed
<u>lm</u>	Exterior Security Lighting			3/31/08		80/06/6		Work in progress
<u>1</u> ;—	Tree pruning	7/17/08			7/17/10			Work in progress
CAL 1-18(5), Rosa Parks	Common Space Improvement			12/31/06	7/17/10		3/31/08	Work completed by Force Account
14	ADA/504			3/31/08		9/30/08		Work in progress by Force Account
<u>I</u>	Property Manager Office Improvements	7/17/08			7/17/10			Work reprogrammed
<u></u>	Resident Services Office Improvements	7/17/08			7/17/10			Work reprogrammed
CAL 1-18(6), Ping Yuen North	Security		7/17/08			7/17/10		Add new line item
144	Paint Stabilization & Bird Proofing		80/08/9			7/17/10		Work in progrrss
	ADA/504			12/31/07		6/30/08		Work in progrrss by Force Account
Signature of Executive Directorand		Date		Signature of P	Signature of Public Housing Director/Programs Administrator	Director/Prog	rams Adminis	trator Date
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Annual Statement/Performance and Evaluation Report	l Evaluation Report			U.S. Department of Housing	ent of Housin	5		OMB Approval No. 2577-0157
Capital Fund Program and Capital Fund Pro	Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III:Implementation Schedule	RHF)		and Urban Development Office of Public and Indian Housing	velopment s and Indian F	lousing		(exp. 1:/30/2000)
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	новіту			Grant Type and Number Capital Fund Program No: CA39P00150106	d Number gram No: CA3	9P00150106		Federal FY of Grant: 2006 CEP
Q	Development Number	All I	All Fund Obligated (Quarter Ending Date)	ed bate)	IA (Que	All Funds Expended Quarter Ending Date)	led ate)	Reasons for Revised Target Dates
		Original	Revised	Actual	Original	Revised	Actual	
CAL 1-18 (7), Velasco	Boiler System		80/08/9			7/17/10		Work in progrrss
CAL 1-18 (10) Woodside	Common Space Improvement			12/31/06		7/17/10		Work in progress by Force Account
CAL 1-18 (13) Mission Dolores	Common Space Improvement			12/31/06		7/17/10		Work in progrrss by Force Account
	Conduit & New Auto Door Opener			3/31/08		7/17/10		Work in progress by Force Account
CAL 1-19(1), 990 Pacific	Common Space Improvement			12/31/06	7/11/10		ļ.	Work in progrrss by Force Account
	Range and Cabinet Replacement (Energy Conservation)	7/17/08			7/17/10		k I	Work reprogrammed
CAL 1-19 (2), 1750 McAllister St.	Common Space Improvement			12/31/06	7/17/10		3/31/08	Work completed by Force Account
	ADA/504			3/31/08		7/17/10		Work in progrrss by Force Account
	Fire Alarm System Improvements	7/17/08			7/17/10			Work in progress
CAL 1-20 3850 18th Street	Common Space Improvement			12/31/06		7/17/10		Work in progress by Force Account
CAL 1-21 320/330 Clementina	Common Space Improvement			12/31/06		7/17/10		Work in progrrss by Force Account
	ADA/504			12/31/06		7/17/10		Work in progrrss by Force Account
CAL 1-23, 1880 Pine Street	Common Space Improvement			12/31/06	7/17/10			Work in progrrss by Force Account
	Fire Alarm System Improvements	7/17/08			7/17/10			Work reprogrammed
CAL 1-27, 350 Ellis Street	Common Space Improvement			12/31/06	7/17/10		3/31/08	Work completed by Force Account
	Ventilation System Improvements	7/17/08			7/17/10			Work in porgress
CAL 1-28, 666 Ellis Street	Upgrade Entry Gate and Fence	7/17/08			7/17/10			Work in progress
	Common Space Improvement			12/31/06				Work reprogrammed
-	Exhaust Fan Replacement			3/31/07	7/17/10		3/31/08	Work completed
Signature of Executive Director and	,	Date		Signature of F	ublic Housing	Signature of Public Housing Director/Programs Administrator	rams Adminis	trator Date
		JUL 1 0 2008		×				
Mirian Saez, Interim Executive UI	Ulrector /			i				

Annual Statement/Performance and Evaluation Report	Annual Statement/Performance and Evaluation Report	RHF)	ء د	U.S. Department of Hous and Urban Development	U.S. Department of Housing and Urban Development	ĝ		OMB Approval No. 2577-0157 (exp. 11/30/2008)
Part III: Implementation Schedule			3	Office of Public	Office of Public and Indian Housing	lousing		
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	новіту		<u>υ</u> υ	Grant Type and Number Capital Fund Program No:	Grant Type and Number Capital Fund Program No: CA39P00150106	9P00150106		Federal FY of Grant: 2006 CFP
O Nar	Development Number Name/HA-Wide Activities	All Fur (Quarter	All Fund Obligated (Quarter Ending Date)	ed ate)	Alf (Que	All Funds Expended (Quarter Ending Date)	ided Jate)	Reasons for Revised Target Dates
		Original R	Revised	Actual	Original	Revised	Actual	
CAL 1-29 Arguello	Common Space Improvement			12/31/06	7/17/10		3/31/08	Work completed by Force Account
CAL 1-30 (A) 462 Duboce	Common Space Improvement			12/31/06		7/17/10		Work in progrrss by Force Account
CAL 1-31 25 Sanchez	Common Space Improvement			12/31/06		7/17/10		Work in progrrss by Force Account
CAL 1-32, 1760 Bush Street	ADA/504			3/31/07	7/17/10			Work in progrrss by Force Account
	Common Space Improvement			12/31/06		7/17/10		Work in progress by Force Account
	Fire Alarm System Improvements	7/17/08			7/17/10			
CAL 1-34, 363 Noe Street	Common Space Improvement			12/31/06				Work in progress by Force Account
	Waterproofing	7/17/08			7/17/10		•	Work reprogrammed
CAL 1-35, Great Highway	Electrical			12/31/07		7/17/10		Work in progress
CAL 1-35 2698 California St	Common Space Improvement			12/31/06				Work in progrrss by Force Account
	ADA/504			12/31/07			3/31/08	Work completed by Force Account
CAL 1-36 227 Bay Street	Common Space Improvement			12/31/06				Work in progress by Force Account
CAL 1-37 491 31 st Avenue	Common Space Improvement			12/31/06			3/31/08	Work completed by Force Account
CAL 1-39 (A) 939 Eddy St	Common Space improvement			12/31/06			3/31/08	Work completed by Force Account
	Conduit & New Auto Door Opener			12/31/07			3/31/08	Work in progrrss by Force Account
CAL 1-39B, 951 Eddy Street	Vacant Units		-	12/31/07			3/31/08	Work in progrrss by Force Account
CAL 1-41 430 Turk St	Common Space Improvement			12/31/06				Work in progrrss by Force Account
CAL 1-43 Robert Pitts	Playground Repair			12/31/06	7/17/10		3/31/08	Work completed
	Tree Planting Rird Proofing			12/31/07		7/17/10	9/10/0	Work in progress
	Fire Alarm	8	3/31/08			7/17/10		Work in progress
	Fire Sprinkler			12/31/07		117110		Work in progress
Signature of Executive Director and		UL 1 0 2008	i vi	Signature of P	ublic Housing	Director/Prog	Signature of Public Housing Director/Programs Administrator	irator Date
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form HUD-52837 (9/98) ref Handbook 7485.3
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Capital Fund Program and Capital Fund Fro Part III: Implementation Schedule PHA Name:					ŀ			(2222)
PHA Name:	Capital Full Frequentiation Schedule	· :		Office of Public and Indian	Office of Public and Indian Housing	Housing		
THE PROPERTY AND PARTY AND	ORITY			Grant Type ar Capital Fund Pr	Grant Type and Number Capital Fund Program No: CA39P00150106	39P00150106		Federal FY of Grant: 2006 CFP
De	Development Number	All F	All Fund Obligated	ed	IIV (All Funds Expended	ided Date)	Reasons for Revised Target Dates
	מוניל-אותם ערוו אוופס	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide:	HA-Wide Lead Abatement	7/17/08			01/21/2			Work in progress
	HA-Wide Asbestos Abatement	7/17/08			7/17/10			Work in progress
	Mold and Mildew Remediation	7/17/08			7/17/10			Work in progress
	Blood-born pathogens decontamination	7/17/08			7/11/10			Work reprogrammed
<u> </u>	HA-Wide 504/ADA reasonable accommodations	7/17/08			7/17/10			Reprogrammed to Developments
	Bathroom Repair			12/31/07		01/11/1		Work in progress
	HA-Wide Fire Unit Repair (FA)	7/17/08			7/17/10			Reprogrammed to Developments
	HA-Wide New appliances (Energy Conservation)	7/17/08			7/17/10		12/31/07	Work completed
	HA-Wide Sidewalk repair/replacement and	7/17/08			7/17/10			Work reprogrammed
	HA-Wide Community and Laundry Facility	7/17/08			7/17/10			Work reprogrammed
	Hardwire smoke detectors	7/17/08			7/17/10			Work reprogrammed
	Elevator upgrades	7/17/08			7/17/10			Work reprogrammed
	Surveillance cameras	7/17/08			7/17/10			Work in progress
•	Modernization of Property Offices PHA Wide	7/17/08			7/17/10			Work reprogrammed
	Landscaping	7/17/08			7/17/10			Work reprogrammed
	Rooftop ventilation and heat pump	7/17/08			7/17/10			Work reprogrammed
	Electrical Improvements (Energy Conservation)	7/17/08			7/17/10			Work reprogrammed
	Plumbing Improvements (Energy Conservation)	7/17/08	-		7/17/10			Work reprogrammed
	HVAC Improvements (Energy Conservation)	7/17/08			7/17/10			Work reprogrammed
	Vacant Unit Rehabilitation (FA)	7/17/08			7/17/10			Work reprogrammed
	Intercom systems	7/17/08			7/17/10			Work reprogrammed
	HA Wide interior common space improvements,	7/17/08			7/17/10			Work completed
	Gutter/Downspout replacement (FA)	7/17/08			7/17/10			Work reprogrammed
	Pre-Development - Mod Use for Development	2/17/08			7/17/10			Work reprogrammed
NON-DWELLING EQUIPMENT	Windows AC Unit Room 200, Egbert	7/17/08		12/31/06	7/17/10		12/31/06	Work in progress
	Ergonomic Furniture	80/21//2			7/17/10			Work in progress
	Obsolete Routers replacement	80/11//			7/17/10			Work in progress
	Obsolete computer monitor replacement	2/17/08			7/17/10			
	Automatic fire supression computer room	7/17/08			7/17/10			
	EMC disk storage and Xtender San Upgrade	80/41//			7/17/10			Work in progress
	Obsolete Server replacement	7/17/08			7/17/10			Work in progress
	Inserter/Sorter Machine	7/17/08			7/17/10			Work in progress
	Design Jet Printer/Plotter	7/17/08			7/17/10			Work in progress
Cignotine of Executive Disactor and		Date		Signature of F	ublic Housing	Director/Proc	Signature of Public Housing Director/Programs Administrator	trator
		JUL 1 0 2008	ෙ	İ	•			
× ×	M MM	ļ		×				
Mission Cook Interim Executive Director	actor /							

Annual Statement/Performance and Evaluation Report	Evaluation Report		n'i	S. Departme	U.S. Department of Housing			OMB Approval No. 2577-0157
Capital Fund Program and Capital Fund Pro Part III: Implementation Schedule	Capital Fund Program and Capital Fund Program Replacement nousing Factor (CFF/CFFRDF) Part III: Implementation Schedule	(JL)	. .	office of Public and Indian	and Orbail Development Office of Public and Indian Housing	sing		(exp. 11)30(£000)
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	HORITY		ত ত্র	Grant Type and Number Capital Fund Program No:	Grant Type and Number Capital Fund Program No: CA39P00150106	0150106		Federal FY of Grant:
		 			L :		-	2006 CFP
De	Development Number Name/HA-Wide Activities	All Fur (Quarter	All Fund Obligated (Quarter Ending Date)	(e)	All Fur (Quarte	All Funds Expended (Quarter Ending Date)	led ate)	Reasons for Revised Target Dates
		Original R	Revised	Actual	Original	Revised	Actual	
MANAGEMENT	Community Supprotive Services	7/17/08		12/31/07	7/17/10		3/31/08	Work completed
IMPROVEMENTS	Security staffing			12/31/07			3/31/08	Work completed
(@ 20% OF TOTAL GRANT)	Improve security	7/17/08			7/17/10			Work in progress
)	Disaster Recovery Remote Data Vault Electronic Storage	7/17/08			7/17/10			
	Cost Allocation Plan	7/17/08			7/17/10			
	System Upgrade - ECS	7/17/08			7/17/10			Work in progress
NOITYGEO	Asset Wallayellelli Halling	0077			2			WOLV III PIOEICAS
(@10% of total Grant)	Administration	7/17/08			7/17/10		3/31/08	Work completed
FEES AND COSTS	A/E Consultants	7/17/08			7/17/10			Work in progress
	A/E Consultants - staffing			3/31/08			3/31/08	Work in progress
	HA-Wide Lead Testing	7/17/08			7/17/10			
·	HA-Wide Asbestos Testing	7/17/08			7/17/10			
OPERATING SUBSIDY (@ 20% OF TOTAL GRANT)	Operating Subsidy	7/17/08		12/31/06	7/17/10		12/31/06	Completed
!								
			1					
	And the second s							The state of the s
								- A. J. J. B. A. J. P. T. B. S.
,								and the state of t
Signature of Executive Director and		Date 1 0 2008	Ši	gnature of P	Signature of Public Housing Director/Programs Administrator	ector/Progr	ams Adminis	trator Date
×	M	3	<u>×</u>					
Mirian Saez, Interim Executive Director) Included							



5.4 P&ER FOR 2007 CAPITAL FUND PROGRAM AS OF 3/31/08

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

Annual Statement / Performance and Evaluation Report Capital Fund Program (CGP) Part I: Summary

OMB Approval No. 2577-0157 (exp. 11/30/2008)

PHA Name:	me:	Capital Fund Grant Number: CA39P00150107	1150107		FFY of Grant Approval:
SAN FR	SAN FRANCISCO HOUSING AUTHORITY	Replacement Housing Factor No:			7007
Orig	Original Annual Statement	Reserve for Disasters/ Emergencies	12	Revised Annual Statement/Revision Number:	evision Number: 1
1 <u>2</u>	Performance and Evaluation Report for Program Year Ending: 3/31/08		L	Final Performance and Evaluation Report	ation Report
□ :	Summary by Development Account	Total Estimated Cost		Total Ac	Total Actual Cost ²
Ç.		Original	Revised1	Obligated	Expended
-	Total non-CFP Funds	0\$			
2	1406 Operations (May not exceed 20% of line 20)	\$2,792,754	\$2,792,754	\$2,792,754	\$2,792,754
3	1408 Management Improvements (May not exceed 20% of line 20)	\$2,792,754	\$2,792,754	\$919,719	\$919,719
4	1410 Administration (May not exceed 10% of line 20)	\$1,396,377	\$1,396,377	\$1,396,377	\$1,396,377
2	1411 Audit	0\$	0\$	0\$	0\$
9	1415 Liquidated Damages	0\$	0\$	0\$	\$0
_	1430 Fees and Costs	\$1,690,000	\$1,690,000	009'2\$	009'2\$
8	1440 Site Acquisition	0\$	0\$	0\$	
6	1450 Site Improvement	\$490,000	\$1,161,000	0\$	
10	1460 Dwelling Structures	\$3,646,885	\$3,023,885	\$411,905	\$383,923
=	1465.1 Dwelling Equipment—Nonexpendable	\$100,000	\$100,000	0\$	
12	1470 Nondwelling Structures	\$75,000	0\$	0\$	\$0
13	1475 Nondwelling Equipment	000'086\$	000'086\$	\$75,846	\$75,843
4	1485 Demolition	0\$	0\$	0\$	
15	1490 Replacement Reserve	0\$	0\$	0\$	
16	1492 Moving to Work Demonstration	0\$	0\$	\$0	0\$
17	1495.1 Relocation Costs	0\$	\$77,000	\$0	
18	1499 Mod used for Development	000'09\$	0\$	0\$	
19	1502 Contingency (May not exceed 8% of line 20)	0\$	0\$	0\$	0\$
20	Amount of Annual Grant (Sum of lines 2-19)	\$13,963,770	υ	\$5,604,201	\$5,576,216
21	Amount of line 20 Related to LBP Activities	\$1,215,000	\$	0\$	
22	Amount of line 20 Related to Section 504 compliance	\$290,000	\$115,000	0\$	
23	Amount of line 20 Related to Security	\$2,215,000	\$2,005,585	\$654,253	\$654,253
24	Amount of line 20 Related to Energy Conservation Measures	000'086\$	0\$	\$0	0\$
Signatu	Signature of Executive Director	Date	Signature of Public Housing Director/Programs Administrator Date	ctor/Programs Administrator	Date
×	Muller	JUL 1 0 2008	×		
Mirian	Mirian Sagz, Interior Executive Director				

 $^{^1}$ To be completed for the Performance and Evaluation Report or a Revised Annual Statement. 2 To be completed for the Performance and Evaluation Report.

Annuat Capital Part II	Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP) Part II: Supporting Pages	tion Report	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	tment of h Developm Iblic and In	Housing nent vdian Ho	gusing			OMB Approval No. 2577-0157 (exp. 11/30/2008)	2577-0157
PHA Name:	ıme:		Capital Fund Grant Number	1 Grant Num.	ber					FFY of Grant Approval:
SANFR	SAN FRANCISCO HOUSING AUTHORITY									
AMPS		General Description of Major Work Categories	Dev. Acct Quantity	Quantity		Total Estimated Cost	ated Cost	Total	Total Actual Cost	
#	z		ġ Ž		Ō	Original	Revised	Funds Obligated ²	Funds Expended ²	Status of Proposed Work ²
1-951	1-951-01 CAL 1-1, Holly Courts	Interior Unit Rehabilitation (Phase I)	1460	100%	6	481,885	₩	₩.	69	
		Site Improvement	1450	100%	es	ı	\$ 550,000	\$	·	Work in progress
	1-951-03 CAL 1-3, Sunnydale	Security fencing/Site Improvements	1450	100%	₩	200,000	· •9	69		
		Vacant Units (Phase 8)	1460	100%	sa.	1	\$ 399,668	8 399,668	18 \$ 372,195	Work in progress by Force Account
2-952	2 2-952-02 CAL 1-2, Potrero Torrace	Vacant Units (Phase 10)	1460	100%	\$	1	\$ 1,250,617	2,237	77 \$ 2,237	Work in progress by Force Account
3-953	3 3-953-07 CAL 1-9, Westbrook	Exterior Paint/LBP Stabilization	1460	100%	\$	000'068	\$ 849,000	и	€9	Work in progress
	3-953-12 CAL 1-17A, Hunters Point A	Sewer Repair	1450	100%	↔	1	\$ 270,000	<i>4</i> 9	В	Work in progress
	3-953-11 CAL 1-16, Alemany	Kitchen sink and countertop replacement (Phase 1)	1460	100%	€9	250,000	ω,	€9	6	Work Reprogrammed
4-954	4 4-954-15 CAL 1-18(3), Hunters View	Vvindow	1460	100%	4	ŀ	\$ 39,000	*	₩	Work in progress
		Relocation	1495	100%	ss.		\$ 50,000	\$,	Work in progress
5-955		Flue Screen	1460	100%	₩		\$ 21,000	₩.	.	
6-956	6 6-956-06 CAL 1-8, Westside Courts	Water main and sewer improvements (Phase I)	1450	100%	€9	150,000	•	₩	49	Work Reprogrammed
		Parking Lot	1450	100%	ω,	- 000	\$ 251,000	\$ 6	₩5 .W	Mork in progress
	6-956-33	Exterior improvements, parturity (**itase i) Fire alarm system	1460	3	e 69					*
	6-956-34 CAL 1-23, 1880 Pine St.	Change from carpet to linoleum/units and common areas	1460	100%	69	50,000	es	₩.	₩	
1	_	Boiler Replacement	1460	100%	€9	380,000	4	ь	€\$	Work Reprogrammed
6¢6-6		Upgrade entry, gate and and fence.	1450	100%	€	65,000	\$ 65,000	*	· ·	
ļ	9-959-32 CAL 1-28, 666 Ellis St	Window Replacement	1460	100%	ω	250,000	ω.	₩.	· ·	Work Reprogrammed
		Sublotal Developments:			69	3,136,885	\$ 3,934,885	5 \$ 401,905	15 \$ 374,432	
	Signature of Executive Director	7	Date		Signatu	re of Public H] Buisr			Date
	X Mirian Saez, Interfor Executive	We all Jul 10 2008	3 2008		×					
	Director									

No. Apply Barrier Apply	apital Fi	Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP) Part II: Supporting Pages	tion Report	U.S. Depa and Urbar Office of P	U.S. Department of Housing and Urban Development Office of Public and Indian Hou	U.S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB A (exp. 11/	OMB Approval No. 2577-0157 (exp. 11/30/2008)	2577-0157
H-Avdet Lead Absternet H-Avdet Absternet	IA Nam	::		Capital Funi CA39P0	d Grant Numt 0150107	oer					FFY of Grant Approval: 2007
Purishing General Description of Major Work Categories Druc Acrol Ongside Total Estimated Cost Total Actual Cost	N FRA	ACISCO HOUSING AUTHORITY									
Pick A Wide Activides Pick A Wide Land A Materiment Pick A Wide Land A Materiment Pick A Wide Land A Materiment Pick A Wide Sequence Pick A Wide Pick A Wide Land A Materiment Pick A Wide Pick A Pi	MPS	Development Number	General Description of Major Work Categorles	Dev. Acct	Quantity	Total Estir	nated Cost	ĭ	otal Actual Co	st	: :
HAVWide beta knierinent 1400	*	Name/HA-Wide Activities		o Z		Original		Funds		unds ended ²	Status of Proposed Wo
Hot-Wide Abbestors Abustiment		PHA-Wide:	HA-Wide Lead Abatement	1460	As Req.	\$75,000	69	↔	\$		
World and Millakov Remediation 1460 As Req. \$75,000 \$ 75,000 \$ 75,000 \$ 9,491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,900 9,9491 9,9			HA-Wide Asbestos Abatement	1460	As Req.	\$75,000			€	-	
Plood burn pathogens decontamination 1460 As Req. \$75,000 \$ 1 1 1 1 1 1 1 1 1			Mold and Mildew Remediation	1460	As Req.	\$75,000		₩		9,491	Work in progress
H-Wide Bou-Mode from unit repair			Blood-born pathogens decontamination	1460	As Req.	\$25,000	₩	4	٠	•	Work Reprogrammed
H-A-Wide fre unit repair H-A-Wide fre unit r			HA-Wide 504/ADA reasonable accommodations (FA)	1460	As Req.	\$75,000	49	ļ.,	49	-	Work in progress
HA-Wide Now appliances			HA-Wide fire unit repair	1460	As Req.	\$50,000	_	s	5		Work Reprogrammed
HAV-Wide Sidewalk repair/replacement and ferces (FA)			HA Wide New appliances	1465	As Reg.	\$100,000					Work in progress
HA-Wide Community facilities			HA-Wide Sidewalk repair/replacement and fences (FA)	1450	As Req.	\$50,000	62	€4			Work Reprogrammed
Hardwire Community facilities			HA-Playground repairs/replacement	1450	As Req.	\$25,000			<i>ι</i>	•	
Hardowice smoke detectors			HA-Wide Community facilities	1470	As Req.	\$25,000	\$	49	€	1	Work Reprogrammed
Elevation upgrades			Hardwire smoke detectors	1460	As Req.	\$50,000	s	⊢	┞-		Work Reprogrammed
Node in the camer of Property Offices PHA Wide (FA) 1470 As Req. \$50,000 \$ 40,585 \$ 5 5 5 5 5 5 5 5 5			Elevator upgrades	1460	As Req.	\$50,000	 _	69	├ ─	•	Work Reprogrammed
Modernization of Property Offices PHA Wide (FA) 1470 As Req. \$50,000 \$			Surveillance cameras	1475	As Req.	\$50,000	69		┡		
EardScaping Foottop ventilation Foottop Foottop ventilation Foottop ventilatio			Modernization of Property Offices PHA Wide (FA)	1470	As Req.	\$50,000	· •>	€9	6	•	Work Reprogrammed
Reciprop ventilation 1460 As Req. \$50,000 \$ - \circ \cir			Landscaping	1450	As Req.	\$50,000	\$	89	6 9		Work Reprogrammed
Flectrical Improvements			Rooftop ventilation	1460	As Req.	\$50,000	<u>ب</u>	59	69	•	Work Reprogrammed
Pilumbing Improvements			Electrical Improvements	1460	As Req.	\$50,000		\$	⊢		Work Reprogrammed
HVAC Improvements			Plumbing Improvements	1460	As Req.	\$50,000		ــــ	⊢		Work Reprogrammed
Vacant Unit Rehabilitation (FA) 1460 As Req. \$100,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -			HVAC Improvements	1460	As Req.	\$50,000	€9	ક્ર	}_	•	Work Reprogrammed
HA Wide interior common space improvements, including funishings. Guiter/Downspout replacement Replacement Housing and Reutialization Replacement Housing and Reutialization Subtotal Non-dwelling Equipment Subtotal Subtotal AS Req. \$50,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -			Vacant Unit Rehabilitation (FA)	1460	As Req.	\$100,000	€9	es.	60	•	Work Reprogrammed
Gutter/Downspout replacement 1460 As Req. \$50,000 \$ - \$ - \$ - \$ - \$ - \$ Replacement Housing and Revitalization 1499 As Req. \$50,000 \$ - \$ - \$ - \$ - \$ Replacement Housing and Revitalization 1499 As Req. \$50,000 \$ - \$ - \$ - \$ - \$ Replacement Housing and Revitalization Subtotal Non-dwelling Equipment Date Signature of Public Housing Director Date Da			HA Wide interior common space improvements, including furnishings, fixtures and equipment (FA)	1460	As Req.	\$50,000	s.	49	6	,	Work Reprogrammed
Replacement Housing and Revitalization 1495 As Req. \$0 \$ \$ 27,000 \$ \$ - \$ - \$ - \$ - \$			Gutter/Downspout replacement	1460	As Req.	\$50,000	4	₩	\$	-	Work Reprogrammed
Replacement Housing and Revitalization 1499 As Req. \$50,000 \$ - \$ - \$ - \$ - \$			Relocation	1495	As Req.	0\$			49	,	Work in progress
Subtotal Non-dwelling Equipment			Replacement Housing and Revitalization	1499	As Reg.	\$50,000	∽	69	65		Work Reprogrammed
rector Date Signature of Public Housing Director JUL 1 0 2008 ×			Subtotal Non-dwelling Equipment				\$	\$	ļ	9,491	
JUL 1 0 2008		Signature of Executive Director		Date	02	Signature of Public	Housing Director)ate
		×	W W JUL 10:	2008	_^_	J					

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Annual & Capital F	Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP) Part II: Sunborting Pages	ian kepatit	and Urbar Office of Pi	and Urban Development Office of Public and Indian Housing	nent dian Hou	guis			(exp. 1	(exp. 11/30/2008)	
PHA Name:	.e.		Capital Fun	Capital Fund Grant Number	ber						FFY of Grant Approval: 2007
SAN FRA	SAN FRANCISCO HOUSING AUTHORITY			6167							
AMPS		General Description of Major Work Categories	Dev. Acct No.	Quantity		Total Estimated Cost	Cost	Funds	Total Actual Cost	Sunds	
#	Name/HA-Wide Activities		į		Orig		Revised ¹	Obligated ²		Expended ²	Status of Proposed Work ²
	NON-DWELLING EQUIPMENT	FA trucks (2)	1475	100%	₩.	\$ 000'	69,415	69	15 \$	69,412	Work in progress
		Co-Located Fail-Over Computer Center Install	1475	100%	69	725,000 \$	725,000	ss	1	•	
		APC Metered Power Distribution for Egbert Computer Room	1475	100%	₩	\$ 000'9	5,000	₩	₩		
		Cx300 San Processor Upgrade to CX 320	1475	100%	649	30,000 \$	30,000	69	65	•	
		2 Color Laser Printers	1475	100%	69	15,000 \$	15,000	69	6,431 \$	6,431	Work in progress
		Banking Services Scanner	1475	100%	69	25,000 \$	25,000	44	6 ∌		
		Plan Scanner HD/Mod	1475	100%	€9	20,000 \$	20,000	€		,	Work in progress
			\prod								
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_								!			
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									+		
		Subtotal Non-dwelling Equipment	ıtı		s#	\$ 000'088	889,415	\$	75,846 \$	75,843	
	Signature of Executive Director		Date		Signature	Signature of Public Housing Director	ing Director				Date
		JUL 1 0 2008	2008		×						
	Mirian Saez, Interim Executive	Man Mr									
	Director										

Annual	Annual Statement/Performance and Evaluation Report	lion Report	U.S. Department of Housing	rtment of	Housi	Ďu			OMB Approval No. 2577-0157	0, 2577-0157
Capital Part II	Capital Fund Program(CFP) Part II:Supporting Pages		and Orban Development Office of Public and Indian	and Urban Development Office of Public and Indian Housing	ment ndian l	lousing			(2007)	
PHA Name:	me:		Capital Fund Grant Number CA39P00150107	d Grant Nun 0150107	nber					FFY of Grant Approval: 2007
SANFR	SAN FRANCISCO HOUSING AUTHORITY									
AMPS		General Description of Major Work Categories	Dev. Acct Quantity	Quantity		Total Estimated Cost	ated Cost	Tota	Total Actual Cost	
#	Name/HA-Wide Activities		o Ž	,		Original	Revised ¹	Funds Obligated ²	Funds Expended ²	Status of Proposed Work ²
	MANAGEMENT	Microsoft Visual Studio 2005Professional	1408	100%	49	2,500	\$ 2,500	₩	\$	
	IMPROVEMENTS	Windows Server 2003 Enterprise upgrades	1408	100%	s	7,500	\$ 7,500	69	69	
	(@ 20% OF TOTAL GRANT)	ODBC From Better Results and Chrystal Reporting	1408	100%	ss	30,000	\$ 30,000	⇔	\$	
		EMC VMWare Operating System Virtualization	1408	100%	69	75,000	\$ 75,000	65	69	
		Improve security	1408	100%	69	1,900,000	\$ 1,900,000	\$ 654,253	53 \$ 654,253	3 Work in progress
		Community Supprotive Services	1408	100%	69	777.754	\$ 777,754	\$ 265,466	69	6 Work in progress
		Subtotal Management Improvements	8		ø	2,792,754	\$ 2,792,754	\$ 919,719	19 \$ 919,719	6
	ADMINISTRATION	Administration of CFP 10% of total Grant	1410		æ	1,396,377	\$ 1,396,377	\$ 1,396,377	77 \$ 1,396,377	7 Work completed
					,					
		Subtotal administration			₩.	1,396,377	1,396,377	1,396,377	1/8,986,377	
	STSCO ONA STEE	A/F Consultants	1430	As Reg.	49			69	сл	Work in progress
	FEES AND COOLS	A&E staffing (Inspectors/Proj. Mgr)	1430	As Req.	65	000'009	\$ 600,000	4	7,600 \$ 7,600	Work in progress
		Subtotal Fees and Costs			s,	1,690,000	1,690,000	\$	7,600 \$ 7,600	0.
	OPERATING SUBSIDY (@ 20% OF TOTAL GRANT)	Operating Subsidy	1406		ь	2,792,754	\$ 2,792,754	\$ 2,792,754	2,792,754	.4 Work completed
				<u>-</u>						
			TOTAL	TOTAL GRANT:	\$	13,963,770	\$ 13,963,770	\$ 5,604,201	101 \$ 5,576,216	
	Signature of Executive Director and		Date		Signa	ture of Public H	Signature of Public Housing Director/Programs Administrator	ograms Adminis	trator	Date
	X X	Man Men 301. 10 2008	800		×					
	Mirian Saez, internit executive			!						

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFRHF) Part III: Implementation Schedule	acement Housing Factor (CFP/CFPRHF)		U.S. De and Urt Office o	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	6 guisno	OMB Approval No. 2577-0157 (exp. 11/30/2008)
PHA Name: SAN FRANCISCO HOUSING AUTHORITY	Action of the state of the stat		Grant T Capital F	Grant Type and Number Capital Fund Program No: CA39P00150107	9P00150107	Federal FY of Grant:
	Development Number Name/Ha.Wide Activities	All Fund Obligated (Quarter Ending Date)	Obligated ding Date)	All	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates
		Original	Revised Actual	Origina	Revised Actual	
1-951-01 CAL 1-1, Holly Courts	Interior Unit Rehabilitation (Phase I)	60/21/7		7/17/11	:	Work Reprogrammed
	Site Improvement	9	6/30/08		7117111	Work in progress
1-951-03 CAL 1-3, Sunnydale	Security fencing/Site Improvements	90/71/7		7/17/11		Work Reprogrammed
	Vacant Units (Phase B)	6	3/31/08		12/31/08	Work in progress by Force Account
2-952-02 CAL 1-2, Potrero Torrace	Vacant Units (Phase 10)	3	3/31/08		12/31/08	Work in progress by Force Account
3-953-07 CAL 1-9, Westbrook	Exterior Pain/LBP Stabilization	60/11/17		7/17/11		Work in progress
3-953-12 CAL 1-17A, Hunters Point A	Sewer Repair	9	6/30/08		7/17/11	Work in progress
3-953-11 CAL 1-16, <u>Alemany</u>	Kitchen sink and countertop replacement (Phase 1)	60/1//		7/17/11		Work Reprogrammed
4-954-15	Window Replacement Reincration	90/21/7		7/17/11		Work in progress Work in progress
5-955-24 CAL 1-36, 227 Bay Street	Flue Screen	9017117		7/17/11		
6-956-06 CAL 1-8, Westside Courts	Water main and sewer improvements (Phase I)	90/11/7		7/17/11		Work Reprogrammed
	Exterior improvements, painting (Phase I)	7/17/09		7117111		Work in progress
6-856-33 CAL 1-32, 1760 Bush St.	Fire alarm system	60/11/7		7/17/11		Work Reprogrammed
6-956-34 CAL 1-23, 1880 Pine St	Change from carpet to linoleum/units and common areas	90/11/7		7117111		Work Reprogrammed
	Boller Replacement	7117/09		7/17/11		Work Reprogrammed
9-959-25 <u>CAL 1-27, 35</u> 0 Ellis St	Upgrade entry, gate and and fence.	717709		7/17/11		
9-959-32 CAL 1-28, 666 Ellis SI	Window Replacement	7117/09		7/17/11		Work Reprogrammed
		Name of the state	and the second	Comments of Charles Line Circumstance Administrator	A description for the state of	Date
Signature of Executive Disputer and X X X X X X X X X X X X X	1 May	JUL 1 0 2008		Rossiania Kileman nigo. L		
				1		

Park National	Cambar Sund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule	ement Housing Factor (CFP/CFPRHF)		and Urban D	u.s. Department or nousing and Urban Development Office of Public and Indian Housing	(exp. 11/30/2008)
Name	A Name. IN FRANCISCO HOUSING AUTHORITY			Grant Type a	nd Number rogram No: CA39P00150107	Federal FY of Grant:
14-Africe Least Abdomental	De Comment of the Com	welopment Number	All Fund Obligate	id ste)	All Funds Expended (Ouarter Ending Date)	Reasons for Revised Target Date:
H-Wide Adequate Againment			Original Revised	1	Revised	תפו
Head and disclose Remorability 717709 717711 1777	A-Wide:	HA-Wide Lead Abatement	H			
Ministration Mini		HA-Wide Asbestos Abatement	7117/09		7/17/11	
Howards Solvidor reaconscioners (FA)		Mold and Mildew Remediation	7/17/09		7/17/11	Work in progress
H-A-Wide SolvinD. Neasonable excentroclations (FA) 711709 711711 71		Blood-born pathopens decontamination	60/21/2		7/17/11	Work Reprogrammed
H-Wide free up repair and vacant units rehabilisation (FA)		HA-Wide 504/ADA reasonable accommodations (FA)	7/17/09		7/17/11	Work in progress
H-A Wode New applance			7/17/09		7/17/11	Work Reprogrammed
H-A-Wide Community inactive repaired becoment and tences (FA)			7/17/09		7/17/11	Work in progress
H-A-Playgound repairs/replacement		HA-Wide Sidewalk repain/replacement and fences (FA)	60/11/2		71/7/11	Work Reprogrammed
Hardware Community (actities and Playground repairstregracem. 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709 7/1711 7/1711 7/1709		HA-Playground repairs/replacement				
Hardwire snoke defectors		HA-Wide Community facilities and Playground repairs/replacem.	60/11/7		7/17/11	Work Reprogrammed
Surveillance Carefred		Hardwire smoke detectors	7/17/09		7/17/11	Work Reprogrammed
Survellance demers		Elevator upgrades	7/17/09		7/17/11	Work Reprogrammed
Modernization of Property Offices P-IA Wide (FA) 7/17/09 7/17/09 7/17/11		Surveillance cameras	7/17/09		7/17/11	
Plantaceping 7/17/09 7/17/11		Modernization of Property Offices PHA Wide (FA)	7/17/09		7/17/11	Work Reprogrammed
Rochious vertitiation and heat pump improvements			80/11/7		7/17/11	Work Reprogrammed
Electrical Improvements		Rooftop ventilation and heat pump improvements	7/17/09		7/17/11	Work Reprogrammed
Plumbing improvements		Electrical Improvements	5/17/09		7/17/11	Work Reprogrammed
HVAC Improvements		Plumbing Improvements	7/17/09		7/17/11	Work Reprogrammed
Vacent Unit Rehabilitation (FA)		HVAC improvements	60/21/2		7/17/11	Work Reprogrammed
HA Wide interior common space improvements, including 7/17/09 7/17/10 7/17/10 7/17/11 Pelocation 7/17/10 7/17/10 7/17/11 Pelocation Pelocation 7/17/10 7/17/10 7/17/11 Pelocation Pelocation 7/17/11 Pelocation Pelocation 7/17/11 Pelocation Pel		Vacant Unit Rehabilitation (FA)	7/17/09		7/17/11	Work Reprogrammed
Coulter/Downspout replacement 7/17/09 7/17/11		HA Wide interior common space improvements, including	60/21/2		7/17/11	Work Reprogrammed
Replacement Housing and Revitalization 7/17/09 7/17/11 Replacement Housing and Revitalization 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11		Gutter/Downspout replacement	60/21//		7/17/11	Work Reprogrammed
Replacement Housing and Revitatization 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/17/09 7/17/11 7/1		Relocation	97/1//		7/17/11	
FA hucks (2) 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/11 7/17/11 7/17/09 7/17/11 7/17/11 7/17/11 7/17/11 7/17/11 7/17/11 7/17/11 7/17/11 7/17/11 7/17/09 7/17/11		Replacement Housing and Revitalization	60/21/2		7/17/11	Work Reprogrammed
Co.Located Fail-Over Computer Center Install 7/17/09 7/17/11 APC Metered Fower Distribution for Egbert Computer Room 7/17/09 7/17/11 APC Metered Power Distribution for Egbert Computer Room 7/17/09 7/17/11 APC Metered Fower Distribution for Egbert Computer Room 7/17/09 7/17/11 APC Metered Fower Distribution for Egbert Computer Room 7/17/11 APC Metered Fower Distribution for Egbert Computer Room 7/17/11 APC Metered Fower Distribution for Egbert Room 7/17/11 APC Metered Fower Distribution for Egbert Room 7/17/11 APC Metered Fower Distribution for Egbert Room 7/17/11 APC Metered Fower Park Room	N. DWELLING FOLIPMENT	EA moles (2)	60/1//		7117117	Work in progress
APC Metered Power Distribution for Egbert Computer Room 7/17/09 7/17/11 7/17/11 Cx300 San Processor Upgrade to CX 320 7/17/09 7/17/11 2 Color Laser Printers Banking Services Scanner Printers Plan Scanner HDMod 7/17/11 7/17/09 7/17/09 7/17/11 Plan Scanner HDMod 7/		Co-Located Fail-Over Computer Center Install	60/11/2		7117/11	
2 Color Laser Printers 2 Color Laser Printers Banking Services Scanner Plan Scanner HDMod Plan Scanner HDMod DML L 0 2008 X		APC Metered Power Distribution for Egbert Computer Room	7/17/09		7/17/11	
2 Color Laser Printers Banking Services Scanner Plan Scanner HD/Mod Plan Scanner HD/Mod 7/17/11 Plan Scanner HD/Mod 7/17/11 Plan Scanner HD/Mod 7/17/11 Plan Sc	•	Cx300 San Processor Upgrade to CX 320	90/11//		7/17/11	
Plan Scanner HDMod 7/17/10 7/17/10 7/17/11 Plan Scanner HDMod 7/17/11 Plan Scan		2 Color Laser Printers	60/11/2		7/17/11	Work in progress
Plan Scanner HDMod	•	Banking Services Scanner	60/11/2		7/17/11	
Dalle I 0 2008 Signalus of Febric Housing Directorifficapients Ademinstrates		Plan Scanner HD/Mod	60/21/2		7/17/11	Work in progress
Dalle I 0 2008 Signature of Pooler Housing Director/Programs Adomination	1.1					
POOT OT TOP	nerve of Evanuitive Offector and			Signature of Public	Housing Director/Programs Administrator	Dale
		11/12	RAME OF THE	×		

Care of Policy and Number	Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)	ement Housing Factor (CFP/CFPRHF)		and Urban I	and Urban Development		<u> </u>	Omb Approval No. 2577-0157 (exp. 11/30/2008)
Name Number All Fund Chigated All Fund	Part III: Implementation Schedule			Office of Put	lic and Indian Housir	6.		
Development Number Control Expended	PHA Name. SAN FRANCISCO HOUSING AUTHORITY			Grant Type a	and Number Program No. CA39P00	150107	است ه	ederal FY of Grant:
Ministrate State	De	velopment Number neHA.Wine Artivities	All Fund Obligate	رط علو)	All Fund	s Expended		Reasons for Revised Target Date
Windows State Variations Virtue Variation Virtue Variations Virtue Variations Virtue Variations Virtue Vi			Original Revised	1	Original		ctual	
Windows Wind	MANAGEMENT	Microsoft Visual Studio 2005Professional	t	┞	7117111			
CORPORATION CONTROL	SEVENDENTS	Windows Server 2003 Enterprise uporrades	80/71/7		7/17/11			
EMC-Water Operating System Virtualization 7/17/09 7/17/11 1/17/11	(@ 20% OF TOTAL GRANT)	ODBC From Better Results and Chrystal Reporting	50/11/2		7/17/11		-	
Indicate security Supercise Services		EMC VMWare Operating System Virtualization	9/11/109		7/17/11		 	
Administration		(morove security	7/17/09		7/17/11		ļ	Work in proposes
Additional and a second a second and a second		Community Supprotive Services	7/17/09		7/17/11			Work in progress
Administration	ADMINISTRATION							
AEE staffing Linspectors/Proj. Mg/I 7/17/09 7/17/11 12/17/11 Operating Subsidy 7/17/09 12/17/09 12/17/11 12/11/07 MM MM MM X X X	(@10% of total Grant)	Administration	7/17/09	12/31/07	7117117	12	/31/07	Work completed
ASE staffing (inspectors/Pro) May) 7717/09 1235/07 7717/11 Operating Subsidy 7717/09 1235/07 7747/11 1221/07 May 7717/09 1235/07 7747/11 1221/07 ConJUL 1 0 2008 Separan of table feetably bester/Proper Advisorable	FEES AND COSTS	A/E Consultants	60/21/2		7117111			Work in progress
Operating Substity 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/11 12/21/07 7/17/21/21 12/21/07 7/17/21/21 12/21/07 7/17/21/21 12/21/07 7/17/21/21 12/21/07 7/17/21/21/21/21/21/21/21/21/21/21/21/21/21/		A&E staffing (Inspectors/Proj. Mgr)	7/17/09		7/17/11			Work in progress
Operating Subsidy								
WW WW Special Design of Page 10 2008	OPERATING SUBSIDY	Operating Subsidy	60/21/2	12/31/07	7/17/11	12	/31/07	Work completed
WW WW WWW.								
WW WW WW							-	
WW WW WWW.								
WW WW WWW Attended to the country Descripting or the country Descripting or the country Descripting or the country Description of the country Description of the country Description or the country Description of		and the second s						
WW WW WWW.								
WW WW WW States to the state of Prate Housing Disclarify agrees Antinistrator								
WW WW WW States Administrator								
WW WW WATER Constitute of Prater Housing Disester Programs Authoritation								
WW WW White the control of the contr						-		
WW WW White the transfer of trade Housing Director Programs Administrator								
Coald LE COURS Signalum of Pretter Holaring DiseasorPrograms Administrator								
Coata UL 1 0 2008 Supatura of Protein Housing Diseaser/Programs Administrator								
WW WW W State House State Hous								
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WW UM IM								
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WWW III XXXXIII I CONTINUE Separatur of Parke Housing Director/Programs Administrator	_			-				
WWW COMPANIES OF THE CONTROL OF THE FOLLOW DESCRIPTION AND ADMINISTRATION OF THE FOLLOW DESCRIPTION OF TH								
Will com	Signature of Executive Director and			Signature of Public	Housing Director/Programs Ad	ministrator		Date
	X X	Comment of the second		×				



5.5 P&ER FOR 2003 REPLACEMENT HOUSING FUND AS OF 3/31/08

Annual Statement/Performance and Evaluation Report	ırt			
Capital Fund Program - REPLACEMENT HOUSING	OUSING FACTOR (CFP-RHF)	RHF)		
PHA Name:	Grant Type and Number			Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	Capital Fund Program Orant No: Replacement Housing Factor Grant No:	i No: ir Grant No: CA39R001501-03	501-03	2003 CFP - RHF
Original Annual Statement: Reserve for Re	Reserve for Revised Annual Statement (Revision no:	vision no: 1)		
n Report for Period Ending: 3/31/08	Final Performance and Evaluation Report	n Report		
Line Summary by Development Account	Total Esti	Total Estimated Cost	Total A	Total Actual Cost
No.	Original	Revised	Obligated	Expended
1 Total non-CFP Funds				
2 1406 Operations	59	-	- \$	-
T	-	•		•
Т				
4 1410 Administration	1	1	1	•
Τ				6 6 7
	10,000	10,000	10,000	10,000
8 1440 Site Acquisition				
1	1		•	
١.	199,475	199,475	199,475	199,475
+	12,000	12,000	12,000	12,000
十		•		ı
+		•	1	
+	20,000	20,000	20,000	20,000
\top				
╈			:	
1				
1				
1	;		\$241,475	
Amount of Annual Grant: (sum of lines)	\$241,475	\$241,475	\$241,475	\$241,475
Amount of lines 1430 and 1460 Related to LBP Activities	1	1	1	
Amount of lines 1450, 1460 Related to Section 504 compliance	1	1	1	
Amount of lines 1408 Related to Security -Soft Costs			1	
Amount of lines 1450, 1460 related to Security Hard Costs	1			_
Amount of lines 1450, 1460 Related to Energy Conservation Measures			4	
Collateralization Expenses or Debt Service	-	•	1	
Signature of Executive Director	Date	Signature of Public Housing Director/Programs Administrator	ctor/Programs Administrator	Date
x Mun man	JUL I 0 2008	×_		
Mirian Saez, Imerim Executive Director	- + c < c < c < c < c < c < c < c < c < c			10f1
	- 1111 1111			2

pital Fund Program - KE 4 II. Sunnorting Pages	pital Fund Program - KEPLACEMEINT HOUSING FACTOR (CFFRIIF)							
N FRANCISCO HOUSING AUTHORITY	AUTHORITY	Grant Type and Number Capital Fund Program Gra Replacement Housing Fact	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	D: Trant No: CA39R001501-03	501-03		Federal FY of Grant: 2003 REPLACE! FACTOR (RHF)	Federal FY of Grant: 2003 REPLACEMENT HOUSING FACTOR (RHF)
Development Number		Dev.	Quantity	Total Estin	Total Estimated Cost			
Name/HA-Wide Activities	General Description of Major Work Categories	Acet No.		Original	Revised	Funds Obligated	Funds Expended	Status of Work

L 1-18(6), Ping Yuen North	L J-18(6), Ping Yuen North 6 New Housing Units for Seniors	1499	Partial	6-я	↔			Transfer to Dwelling Structure
	6 New Housing Units for Seniors	1430	Partial	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	10,000 Work completed - Contract
	6 New Housing Units for Seniors	1460	Partial	\$ 199,475	59	\$ 199,475	\$ 199,475	199,475 Work completed - Contract
	6 New Housing Units for Seniors	1465.1	Partial	\$ 12,000	\$ 12,000	\$ 12,000	59	12,000 Work completed - Contract
	6 New Housing Units for Seniors	1485	Partial	\$ 20,000	\$ 20,000	es.	es.	20,000 Work completed - Contract
				\$ 241,475	\$ 241,475	\$ 241,475	\$1 241,475	
nature of Executive Director	of Sundered III May JUL 1	£ 0 2008		Signature of Public Hoo	Signature of Public Housing Director/Programs Administrator X	Administrator		Date
1	-							

	Federal FY of Grant: 2003 RHF	Reasons for Revised Target Dates			Work completed - Contract							Date		
	1501-03	pended ng Date)	Actual		3/31/2007	i.						Signature of Public Housing Director/Programs Administ		
	r No CA39R00	All Funds Expended (Quarter Ending Date)	Revised									ing Director		
	Grant Type and Number Capital Fund Program No: Renlacement Housine Factor No CA39R001501-03	()	Original		1/13/2009							Public Hous		
	Grant Type and Num Capital Fund Program No: Replacement Housing Fac	ed ate)	Actual		6/30/2006							 Signature of	×	
PRHF)		All Fund Obligated (Quarter Ending Date)	Revised		1/13/2007									
port ETOR (CF)		All F (Quart	Original		1/13/2007							Date	JUL 1 0 2008	
Annual Statement/Performance and Evaluation Report Capital Fund Program - REPLACEMENT HOUSING FACFTOR (CFPRHF)	PHA Name:	SAN FRANCISCO HOUSING ACTIONALY Development Number Name/HA-Wide Activities			CAL 1-18 (6), Ping Yuen North 6 New Housing Units for Seniors							Signature of Executife Dijector	MM MM	



5.6 P&ER FOR 2004 REPLACEMENT HOUSING FUND AS OF 3/31/08

Annual Statement/Performance and Evaluation Report				
Capital Fund Program - CFP 2004 REPLACEMENT HOUSING FACTOR (CFP-RHF)	JSING FACTOR	(CFP-RHF)		
Part 1: Summary				Ţ,
PHA Name:	Grant Type and Number Capital Fund Program Grant No:	.o.Z	F.	Federal FY of Grant:
SAN FRANCISCO HOUSING AUTHORITY	Replacement Housing Factor Grant No: CA39R001501-04	r Grant No: CA39		2004 CFP-RHF
Original Annual Statement: () Reserve for Revised Annual Statement (revision no:	ent (revision no: 1)			
Report for Period Ending:3/31/08	Final Performance and Evaluation Report	port		
Line Summary by Development Account	Total Estimated Cost	d Cost	Total Actual Cost	ial Cost
No.	Original	Revised	Obligated	Expended
1 Total non-CRP Funds				
2 1406 Operations	- 8	.	\$	Γ.
T	•	1		•
4 1410 Administration		•		
1				
\top		1		17 100
Τ	17,193	17,193	17,193	17,193
T				
1		t		750 070
1_	265,376	265,376	265,376	265,376
\top	•	-		1
1	1	1	1	
1	ı	•	1	
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T				
1				
1-				
$\overline{}$	20			
19 1502 Contingency			073 COCS	035 560
TOTAL CFP Funds				705,2020 705,700
Amount of Annual Grant: (sum of lines)	\$282,569	\$282,569	\$00,202	\$464,507
Amount of lines 1430 and 1460 Related to LBP Activities		•	'	
Amount of lines 1450, 1460 Related to Section 504 compliance	1	-	•	
Amount of lines 1408 Related to Security –Soft Costs			1 1	
Amount of lines 1450, 1460 related to Security Hard Costs				
Amount of lines 1450, 1460 Related to Energy Conservation Measures			•	
Collateralization Expenses or Debt Service		1	E .	
Sinnature of Executive Director	Date	Signature of Public Hor	Signature of Public Housing Director/Programs Administrator	ator Date
	JUL 1 0 2008	×_		
—————————————————————————————————————	AC DED DADT 1			1 of 1
LCK	トス アダスー			

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apital Fund Program - Cl	apital Fund Program - CFP 2004 REPLACEMENT HOUSING FACTOR (CFP-RHF)	P-RHF)			'			
A Name: N FRANCISCO HOUSING AUTHORITY	AUTHORITY	Grant Type and Number Capital Fund Program Gra Replacement Housing Fac	Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Gra	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R001501-04	1-04		Federal FY of Grant: CFP 2004 (RHF)	
Development Number		Dev.	Quantity	Total Estir	Total Estimated Cost			
Name/HA-Wide Activities	General Description of Major Work Categories	Acet No.		Original	Revised	Funds Obligated	Funds Expended	Status of Work
AL 1-18(6), Ping Yuen North	AL 1-18(6), Ping Yuen North 6 New Housing Units for Seniors	1499	Partial	€9	69			Transfer to Dwelling Structure
	6 New Housing Units for Seniors	1430	Partial	\$ 17,193	\$ 17,193	\$ 17,193	5	17,193 Work completed - Contract
	6 New Housing Units for Seniors	1460	Partial	\$ 265,376	\$ 265,376	\$ 265,376	\$ 265,376	265,376 Work completed - Contract
				\$ 282,569	\$ 282,569	\$ 282,569	\$ 282,569	
ignature of Executive Director	JUL JUL	Pate 1 0 2008	2	Signature of Public Ho	Signature of Public Housing Director/Programs Administrator X	s Administrator		Date
Airian Saez, Interim Exegunge U	1 Marsh on		<u> </u>		:			

Annual Statement/Performance and Evaluation Report Capital Fund Program - CFP 2004 REPLACEMENT HOUSING FACFTOR (CFP-RHF)	Report IOUSING FACE	TOR (CF	P-RHF)				
Part III: Implementation Schedule							
PHA Name:			Grant Type and Numl Capital Fund Program No: Replacement Housing Fact	Grant Type and Number Capital Fund Program No: Replacement Housing Factor, Not CA 398001501-04	r No: CA39R6	01501-04	Federal FY of Grant: 2004 CFP (RHF)
SAN FRANCISCO HOUSING AUTHORITY Development Number Name IIA Wide Activities	All F	All Fund Obligated (Onarter Ending Date)	ed ete)	All Funds Expended	pended	Reasons for Revised Target Dates
contrary on the state of the st	Original	Revised	Actual	Original	Revised	Actual	
CAL 1-18 (6), Ping Yuen North 6 New Housing Units for Seniors	9/30/2006	1/13/2007	6/30/2006	9/30/2008	1/13/2009	3/31/2008	Work completed - Contract
			•				
Signature of Executive Preport	Date JUL 1 0 2008		Signature o X	f Public Hous	ing Director	Signature of Public Housing Director/Programs Administr X	ır Date
Mirian Saez, Interim Executive Director							



5.7 P&ER FOR 2005 REPLACEMENT HOUSING FUND AS OF 3/31/08

An	Annual Statement/Performance and Evaluation Report				
$C_{\mathbf{a}}$	Capital Fund Program - CFP 2005 REPLACEMENT HOUSING FACTOR (CFP-RHF)	USING FACTOR	(CFP-RHF)		
Pa	Part 1: Summary				•
PHA	PHA Name:	Grant Type and Number Capital Fund Program Grant No:	No:		Federal FY of Grant: 2005 CFP-RHF
SAN	SAN FRANCISCO HOUSING AUTHORITY	Replacement Housing Factor	Replacement Housing Factor Grant No: CA39R001501-05	01-05	
Oriș	Original Annual Statement: () Reserve for Disasters/ E)	for Disasters/ Emergencies Revised Annual Statement (revision no: 1	ual Statement (revision 1	10: 1	
Peri	Performance and Evaluation Report for Period Ending: 3/31/08			Final Performance a	Final Performance and Evaluation Report (
Lin	Line Summary by Development Account	Total Estimated Cost	nated Cost	Total A	Total Actual Cost
o L		Original	Revised	Obligated	Expended
-	Total non-CFP Funds				
2			٠		- \$
3	nt Improvements Soft Costs	-	-	-	- \$
	Management Improvements Hard Costs	-	-	-	\$
4		•	- *	-	- \$
S	1411 Audit	-	- \$	- *	- \$
9	1415 Liquidated Damages				
7		\$ 17,100	\$ 17,100	\$ 17,100	\$ 13,996
∞	1440 Site Acquisition			\$	\$
0	1450 Site Improvement				
2	1460 Dwelling Structures	\$ 108,149	\$ 108,149	\$ 108,149	\$ 109,248
Ξ	1465.1 Dwelling Equipment—Nonexpendable	٠	·	- \$	-
12					•
13	1475 Nondwelling Equipment	-		-	-
14	1485 Demolition		\$	\$	- -
15	1490 Replacement Reserve	\$		\$	- \$
91	-		·	- \$	- \$
]=	_	-		- \$	\$
~	1499 Development Activities	-	-	-	- \$
19	1502 Contingency	- \$			\$
	TOTAL CFP Funds	\$125,249	\$125,249	\$125,249	
	Amount of Annual Grant: (sum of lines)	\$125,249	\$125,249	\$125,249	\$123,244
	Amount of lines 1430 and 1460 Related to LBP Activities	-	•	,	1
	Amount of lines 1450, 1460 Related to Section 504 compliance	•	3	1	•
	Amount of lines 1408 Related to Security -Soft Costs	-	1		1
	Amount of lines 1450, 1460 related to Security Hard Costs	•	1		•
	Amount of lines 1450, 1460 Related to Energy Conservation Measures	1	1	1	•
	Collateralization Expenses or Debt Service	•	t	•	,
Sign	Signature of Executive Afficator	Date	Signature of Public Housing Director/Programs Administrator	ctor/Programs Administrator	Date
×	Muller	JUL I 0 2008	×		
Ē	ian Saez, interim Executive Director (

AS-PER PART I

Statement/Perform	September 1/Performance and Evaluation Report										_
apital Fund Program - Cl	nudal Suncernante - CFP 2005 REPLACEMENT HOUSING FACTOR (CFP-RHF)	P-RHF)									
rt II: Supporting Pages	The state of the s	1						Endarel WV of	Grant		Т
A Name: IN FRANCISCO HOUSING AUTHORITY	AUTHORITY	Grant Type Capital Fun Replacemen	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Gra	No: r Grant No: C	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R001501-05	-05		CFP 2005 (RHF)	(RHF)		
Development Number		Dev.	Quantity	}	Total Estimated Cost	+ o C P o					Т
Name/HA-Wide Activities	General Description of Major Work Categories	Acet No.		Original	nal Estillat	Revised	Funds Obligated	Funds Expended	ded	Status of Work	I
AL 1-18(3), Hunters View	Additional funding to build new Public Housing units	1460	100%	64	\$	1	\$	6 /3	-	Work reprogrammed	\Box
AL 1-18(6), Ping Yuen North	6 New Housing Units for Seniors	1499	Partial	€5	•		69	sA	- - -	Transfer to Fees and Costs & Dwelling Structure	
		1430	Partial	€5	17,100 \$		64 6	50 6	13,996 W	13,996 Work in progress - Contract	
		1460	Partial	60	108,149 \$	111,223	\$ 111,223	20	09,248 W	109,248 Work in progress - Condact	T
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AS-PER PART III

2005 CFP-RHF

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AL 1-18(3), Hunters	Additional funding to build new Public Housing units	8/18/2007			8/18/2009			Work reprogrammed	
1 1-18/6) Ping Yuen	6 New Housing Units for Seniors	8/17/2007	8/17/2006	6/30/2006	8/17/2009	8/17/2009		Work in progress	
gnature of Executive Director	M	Date Date	Date ⇔	Signature of	Public Housi	ng Director/Prog	Signature of Public Housing Director/Programs Administratc	tc Date	
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5.8 P&ER FOR 2006 REPLACEMENT HOUSING FUND AS OF 3/31/08

OMB Approval No. 2577-0157 (exp. 11/30/2008)

U.S. Department of Housing and Urban Development

Annual Statement / Performance and Evaluation Report Capital Fund Program (CGP) Part I: Summary

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Office of Public and Indian Housing

Expended Revised Annual Statement/Revision Number: 1. Final Performance and Evaluation Report

Total Actual Cost Date 69 ₩ ₩ ₩ w ↔ 4 ↔ ÷ (/) ₩ ₩ ₩ () ₩ ₩ Ю 80 2006 CFP - RHF Obligated Federal FY of Grant: 2 υ (/) ₩ H ↔ (/) 69 ↔ ₩ ₩ v ₩ \$230,070 230,070 Signature of Public Housing Director CA39R00150106 Revised Total Estimated Cost Replacement Housing Factor Grant No: ÷ ↔ s ₩ 69 မာ ₩ ₩ ₩ ↔ (/) S ₩ ↔ S \$223,468 223,468 Reserve for Disasters/ Emergencies Grant Type and Number JUL I 0 2008 Original ₩ () Ð ₩ Ø ₩ ₩ Ø ₩ ↔ 4 ω ₩ ₩ Ø ь Performance and Evaluation Report for Program Year Ending: 03/31/08 1408 Management Improvements (May not exceed 20% of line 20) Summary by Development Account Amount of line 20 Related to Energy Conservation Measures Amount of line 20 Related to Section 504 compliance 1410 Administration (May not exceed 10% of line 20) 1406 Operations (May not exceed 20% of line 20) 1502 Contingency (May not exceed 8% of line 20) Amount of Annual Grant (Sum of lines 2-19) 1465.1 Dwelling Equipment-Nonexpendable SAN FRANCISCO HOUSING AUTHORITY Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security 1492 Moving to Work Demonstration 1499 Mod used for Development 1470 Nondwelling Structures 1475 Nondwelling Equipment 1490 Replacement Reserve 1415 Liquidated Damages 1460 Dwelling Structures 1495.1 Relocation Costs Original Annual Statement: 1450 Site Improvement Total non-CFP Funds 1430 Fees and Costs 1440 Site Acquisition 1485 Demolition Signature of Executive Director 1411 Audit PHA Name: 7 Line 23 24 22 4 9 2 13 7 5 9 8 19 20 11 17 ന Ŋ ဖ ω 6

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AL 1-18(3), Hunters View	Additional funding to build new Public Housing units.	1499	100%	\$ 223,468	\$ 230,070	()		Work in progress
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		Original	Revised	Actual	Original	Revised	Actual	
CAL 1-18(3), Hunters View /	Additional funding to build new Public Housing units.	7/17/2008			7/17/2010			Work in progress
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Signature of Executive Director		JUL 1 0 2008		Signature o	f Public Hous	sing Director	Signature of Public Housing Director/Programs Administr X	istr Date
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5.9 P&ER FOR 2007 REPLACEMENT HOUSING FUND AS OF 3/31/08

OMB Approval No. 2577-0157 (exp. 11/30/2008)

U.S. Department of Housing and Urban Development

Annual Statement / Performance and Evaluation Report Capital Fund Program (CGP) Part I: Summary

Office of Public and Indian Housing

Expended Revised Annual Statement/Revision Number: 1 Final Performance and Evaluation Report

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AL 1-18(3), Hunters View	Additional funding to build new Public	1499	100%	\$ 452,443	\$ 452,443	₩	₩	Work in progress
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CAL 1-18(3), Hunters View Additional funding to build new Public 8/18 Housing units.	8/2009		8/18/2011			Work in progress
	!					
			:			
Signature of Executive Director X Mirian Saez, Interfin Executive Director	1 0 2008	Signature (of Public Hous	sing Director/	Signature of Public Housing Director/Programs Administr X	str Date

Resident Members on Governing Board

As of July 10, 2008

- 1. **Neola Gans** is a resident of the Bernal Dwellings family development and has served on the San Francisco Housing Authority Commission (i.e. the PHA Board) since the summer of 2002. She was appointed to the Commission by the former Mayor of the City and County of San Francisco, Willie L. Brown Jr. She serves as the Vice President of the Commission.
- 2. **Jane Hsu** is a resident of the 1750 McAllister Street senior/disabled development and has served on the San Francisco Housing Authority Commission (i.e. the PHA Board) since the autumn of 2006. She was appointed to the Commission by the Mayor of the City and County of San Francisco, Gavin Newsom.

SAN FRANCISCO HOUSING AUTHORITY DECONCENTRATION ANALYSIS FY 2008

BDR							Table A - G	oss Income						
Type	Holly Court	Potrero Terrace	Sunnydale	Westside Cts.	Westbrook	Potrero Annex	Ping Yuen	Alemany	Hunters Point	HuntersView	Alice Griffith	Ping Yuen North	Robert B. Pitts	Totals
1 BDR	\$482,438	\$229,077	\$619,828	\$1,122,296	\$16,477	\$110,820	\$561,061	\$122,346	\$165,007	\$29,658	\$55,113	\$448,662		\$3,962,783
2 BDR	\$980,562	\$3,719,995	\$5,643,653	\$11,052	\$683,941	\$434,596	\$1,166,475	\$1,127,671	\$1,235,594	\$492,144	\$1,253,803	\$387,105	\$1,099,735	\$18,236,326
3 BDR	\$213,093	\$755,256	\$1,803,764		\$1,504,671	\$663,211	\$1,376,337	\$704,033	\$491,922	\$1,134,241	\$288,350	\$1,677,128	\$1,964,319	\$12,576,325
4 BDR			\$666,077		\$453,324	\$325,041	\$456,080	\$15,804	\$594,616	\$662,884	\$1,178,398	\$436,734	\$214,243	\$5,003,201
5 BDR			\$46,672		\$252,704	\$29,844			\$111,533	\$96,992	\$457,650			\$995,395
6 BDR									\$39,392					\$39,392
Totals	\$1,676,093	\$4,704,328	\$8,779,994	\$1,133,348	\$2,911,117	\$1,563,512	\$3,559,953	\$1,969,854	\$2,638,064	\$2,415,919	\$3,233,314	\$2,949,629	\$3,278,297	\$40,813,422

BDR							Table B - Oc	cupied Units						
Туре	Holly Court	Potrero Terrace	Sunnydale	Westside Cts.	Westbrook	Potrero Annex	Ping Yuen	Alemany	Hunters Point	HuntersView	Alice Griffith	Ping Yuen North	Robert B. Pitts	Totals
1 BDR	42	21	62	77	3	10	43	11	11	3	7	43		333
2 BDR	58	315	485	24	43	29	88	89	85	44	124	30	69	1,483
3 BDR	10	44	122	19	95	40	73	46	26	70	22	97	103	767
4 BDR			31	7	27	11	21	1	20	35	72	20	10	255
5 BDR			2		9	4			6	6	16			43
6 BDR									1					1
Totals	110	380	702	127	177	94	225	147	149	158	241	190	182	2,882

BDR						Tal	ble C - Averaç	ge Gross Inco	me					
Туре	Holly Court	Potrero Terrace	Sunnydale	Westside Cts.	Westbrook	Potrero Annex	Ping Yuen	Alemany	Hunters Point	HuntersView	Alice Griffith	Ping Yuen North	Robert B. Pitts	Totals
1 BDR	\$11,487	\$10,908	\$9,997	\$14,575	\$5,492	\$11,082	\$13,048	\$11,122	\$15,001	\$9,886	\$7,873	\$10,434		\$11,900
2 BDR	\$16,906	\$11,810	\$11,636	\$461	\$15,906	\$14,986	\$13,255	\$12,670	\$14,536	\$11,185	\$10,111	\$12,904	\$15,938	\$12,297
3 BDR	\$21,309	\$17,165	\$14,785	\$0	\$15,839	\$16,580	\$18,854	\$15,305	\$18,920	\$16,203	\$13,107	\$17,290	\$19,071	\$16,397
4 BDR			\$21,486	\$0	\$16,790	\$29,549	\$21,718	\$15,804	\$29,731	\$18,940	\$16,367	\$21,837	\$21,424	\$19,620
5 BDR			\$23,336		\$28,078	\$7,461			\$18,589	\$16,165	\$28,603			\$23,149
6 BDR									\$39,392					\$39,392
Totals	\$15,237	\$12,380	\$12,507	\$8,924	\$16,447	\$16,633	\$15,822	\$13,400	\$17,705	\$15,291	\$13,416	\$15,524	\$18,013	\$14,161



Public Housing Operations Department 440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

SFHA COMMUNITY SERVICE COMPLIANCE PROCESS

1. GENERAL:

In order to be eligible for continued occupancy each adult family member must either (a) contribute eight hours per month of community service (not including political activities), or (b) participate in an economic self-sufficiency program, or (c) perform eight hours per month of combined activities as previously stated unless they are exempt from this requirement.

2. EXEMPTIONS:

The following adult family members of tenant families are exempt from this requirement:

- a. Family members who are 62 years old or older
- b. Family members who are blind or disabled as defined under 216(1)(1) or 1614 of the Social Security Act (42 U.S.C. 416(1)(1) and who certifies that because of these disabilities he or she is unable to comply with the community service requirements.
- c. Family members who are the primary care givers for someone who is blind or disabled as set forth in paragraph B above
- d. Family members engaged in work activities, as defined in Social Security Act, at least eight hours per month
- e. Family members who are exempt from work activities, under part A Title IV of the Social Security Act or under any other state welfare program, including the Welfare to Work program
- f. Family members receiving assistance, benefits, or services under a state program funded under part A, Title IV of the Social Security Act or under any other state welfare program, including the Welfare to Work program and are in compliance with that program

3. NOTIFICATION OF REQUIREMENT

SFHA shall identify all adult family members who are exempt from the community service requirement.

SFHA shall notify all such family members and the categories of individual who are exempt from the requirement. The notification will provide the

opportunity for the family to claim and explain an exempt status; SFHA shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual re-examination, or after October 1, 2003. Families paying flat rent, the obligation begins on the date their annual re-examination would have been effective. They will also be advised that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of their next annual re-examination.

4. VOLUNTEER WORK

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and enhance resident self-sufficiency and increase responsibility of the residents within the community. SFHA encourages parents of school age children to provide community service in their child's school.

5. PROCESS

Upon admission, or at first annual re-examination, or after October 1, 2003, or subsequent re-examination, SFHA will do the following:

- a. Provide list of volunteer opportunities to the family members
- b. Provide information about obtaining suitable volunteer positions
- c. Provide Community Service Compliance Certification form. Instruction for the time required to complete the form and have a supervisor date and sign for each period of work
- d. All property managers will assist family members in identifying appropriate volunteer positions and in meeting their responsibilities.
- e. Property managers will track the family member's progress in community service monthly. And will meet with family member's quarterly to best encourage compliance.
- f. Sixty days before family's next re-examination date, the property manager will advise his or her supervisor whether each applicable adult family member is in compliance with community service requirement.

6. NOTIFICATION of NONO-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

SFHA will notify the head of household of non-compliance and of the following:

- a. Names of the family members determined to be in non-compliance
- b. The determination is subject to the grievance procedure
- c. Unless the family members enter into an agreement to comply or leave the household, the lease will not be renewed or will be terminated

7. OPPORTUNITY to COMPLY with COMMUNITY SERVICE

SFHA will offer the family members the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement will state that the family member(s) agree to enter into an economic self-sufficiency program or agree to contribute to community service for as many hours as needed to comply with requirement over 12-month period. The cure shall occur over 12 months period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement.

The first hours a resident earns goes towards the current year's commitment until the current year's commitment is made:

Property Manager will assist the family member in identifying volunteer opportunities and will track compliance on monthly basis. If any family member does not accept the terms of the agreement or does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under their agreement to perform community service by SFHA shall take action to terminate the lease.

In implementing the community service requirement SFHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees or replace a job at any location where residents perform activities to satisfy the service requirement.



Public Housing Operations Department 440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

Community Service Compliance Certification

I/We have received a copy of, have read and understand the contents of the Authority's Community Service/Self-Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998 and that if we do not comply with this requirement, our lease will not be renewed.

Resident	Date
Resident	Date
Resident	Date



Public Housing Operations Department 440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

Community Service Statement

The San Francisco Housing Authority requires community service of not less than 8 hours per month.

I, the undersigned, certify that the person listed below is performing community service at the agency listed below:

Fenants Name:	
Name of Agency:	
number of hours worke	ed during the month of month, year
Signed	Date
Title	



Public Housing Operations Department 440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

Community Service Exemption Certification

I certify that I am eligible for an exemption from the Community Service requirement for the following reasons:

()	I am 62 years of age or older			
()	I have a disability, which prevents me from working (Certification of Disability Form will serve as documentation)			
()	I am working (Employment Verification form will serve as documentation)			
()	I am participating in a Welfare-to-Work Program (Must provide verification letter from agency)			
()	I am receiving TANF and am participating in a required economic self- sufficiency program or work activity (Must provide verification from the funding agency that you are complying with job training or work requirements)			
()	I am a full-time student (Must provide verification letter from school attended)			
Resid	dent			

COMMUNITY SERVICE FORM LOG

DATE	CLIENT #	CLIENT NAME	CLIENT ADDRESS	DUE DATE	DATE RETURNED	INITIALS	COMMENTS
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COMMUNITY SERVICE CONTRACT LISTING

Glide Memorial 330 Ellis Street San Francisco, CA 94102 (415) 674-6000

Blood Bank (415) 567-6400

Adopt –A-Street
Department of Public Works (DPW)
2323 Cesar Chavez Street
San Francisco, CA n 94124
(415) 98-ADOPT

City Job Hotline
Dept. of Human Resources (DHR)
44 Gough Street
San Francisco, CA 94103
(415) 557-4888

Compass Community Srvs.
995 Market Street, 5th Floor
San Francisco, CA 94103
(415) 644-0504
(415) 644-0514 fax
Julie Glanville, Community
Outreach Coordinator
community@compass-sf.org
(415) 399-9406 ext. 304

Food Bank of San Francisco Bay Area Second Harvest (415) 282-1900

OnLok Senior Center Attn: Joaquin Moreno 225 30th Street, 3rd Floor San Francisco, CA 94131 (415) 550-2210

Clean City Coalition 401 Tunnel Avenue San Francisco, CA 94134 (415) 330-1414

San Francisco Unified School District (SFUSD) Communications & Public Relations 135 Van Ness Avenue San Francisco, CA 94102 (415) 241-6565

Tenant Associations

Holly Courts Tenant Association 85 Patton Street San Francisco, CA (415) 642-4759

Potrero Terrace Tenant Association 1077 Connecticut Street San Francisco, CA (415) 401-0552

Sunnydale Tenant Association 1653 Sunnydale Avenue San Francisco, CA 94134 (415) 333-4917

Westside Courts Tenant Association (415) 949-6871

Potrero Annex Tenant Association 65 Watchman Way San Francisco, CA 94107 (415) 643-8489

Ping Yuen Tenant Association 799 Pacific Avenue San Francisco, CA (415) 781-2860

Hunter's View Tenant Association 227-229 West Point Road San Francisco, CA 94124 (415) 821-2873

Alice Griffith Tenant Association 204 Cameron Way San Francisco, CA 94124 (415) 822-1406

Robert B. Pitts Plaza Tenant Association 1150 Scott Street San Francisco, CA (415) 749-0659

Alemany Tenant Association 947 Alemany Blvd. San Francisco, CA (415) 648-9794

ALERT! ALERT!

THIS LETTER PROVIDES IMPORTANT INFORMATION FOR ALL MEMBERS OF THE HOUSEHOLD WHO ARE UNEMPLOYED, NOT IN A JOB TRAINING PROGRAM, OR IN SCHOOL, AND WHO ARE BETWEEN THE AGES OF 18 AND 62

ALL ADULT MEMBERS BETWEEN THE AGES OF 18 AND 62 IN YOUR HOUSEHOLD ARE REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) TO PROVIDE EIGHT (8) HOURS OF COMMUNITY SERVICE PER MONTH IF THEY ARE NOT EMPLOYED (MUST WORK AT LEAST 20 HOURS PER WEEK), OR NOT IN A JOB TRAINING PROGRAM, OR IN SCHOOL

MANDATORY ACTION REQUIRED BY AUGUST 1, 2003

PLEASE <u>REPORT TO YOUR PROPERTY MANAGER'S OFFICE</u> THE NAME(S) OF THE HOUSEHOLD MEMBER(S) WHO YOU THINK ARE EXEMPT BASED ON THE EXEMPTION BELOW

Exemptions are only granted if you provide the appropriate medical or government documentation that the person is disabled, is going to school, is currently working at least 20 hours per week, or is in a job training program.

If an adult member has already been acknowledged by the property manager as a person with special needs, this person does not need to provide documentation, and is considered exempt. If you have any questions, please contact the Property Manager's Office.

The public housing tenants exempt from the community service and self-sufficiency requirements are those who are verified as the following:

- 1. Age 62 years or older
- 2. Blind or Disabled as established by the Federal Government
- 3. Engaged in work activities as defined by the Social Security Act
- Employed Subsidized or Unsubsidized or Unsubsidized (Must work at least 20 hours per week)
- 5. Currently in a Work Experience position
- 6. Currently enrolled in an On-the-Job-Training Program
- 7. Actively participating in a Job search and Job-Readiness Program/Workshops
- 8. Actively participating in a Community Service Program
- 9. Currently enrolled in a Vocational Educational Training Program
- 10. Currently enrolled in a Job Skills Training Program directly related to employment
- 11. Currently enrolled in an Education Program directly related to employment
- 12. Satisfactory attendance at secondary school or a certificate program, and
- The provision of childcare services to an individual who is participating in community service program.

Attachment to San Francisco Housing Authority Lease Agreement

This document is an attachment to between the San Francisco Housing tenants, dated	the written Dwelling Lease ("Lease") g Authority (SFHA) and the undersigned, 200
The Lease shall be renewed autom with the community service rea	natically, unless the family fails to compl quirement. Violation of the servic ewal of the lease at the end of the twelve
upon expiration of the term unless resident, enter into a written agr completing the additional hours of sufficiency activity needed to make over the twelve-month term of the n	mber, has violated the community service ousing Authority will not renew the Least (1) the tenant, or any other noncompliant reement to cure such noncompliance by community service or economic selful e up the total number of hours required ew lease and (2) all other members of the service requirement, are currently in the unit.
San Francisco Housing Authority	Tenant(s)
Ву	Print Name
Print Name	Signature_
Signature	Print Name
Title	G:



Asiart Women's Shelter 3543 18th Street, #19 San Francisco, CA 94110 (415) 751-7110 OFFICE (415) 751-0880 CRISIS (415) 751-0806 FAX

May 15, 2008

Administrator, Office of Fair Housing c/o Rufus Davis, Belinda Jeffries San Francisco Housing Authority 1251 Turk Street, First Floor San Francisco, CA 94115

Dear San Francisco Housing Authority, Office of Fair Housing:

Asian Women's Shelter (AWS) is a non-profit organization that provides a safe home for all survivors of and witnesses to domestic violence, and addresses the specific needs of limited and non-English speaking immigrant and refugee women and children. AWS provides shelter and culturally relevant and linguistically accessible services to this underserved population. Today, AWS works in partnership with the Department on the Status of Women, the Department of Children, Youth, and Families, the Mayor's Office of Community Development, the Department of Public Health, and in collaboration with the San Francisco Police Department, San Francisco District Attorney, and many other government organizations and non-profits dedicated to serving the community.

We write to you today with deep concern about a proposed change to the San Francisco Housing Authority (SFHA) Admissions and Continued Occupancy Policy (ACOP). In the past, clients of AWS have worked with the SFHA to find safe housing away from their batterer. Our knowledge of the dynamics of domestic violence tells us that when victims are ready to leave violent relationships, one of the largest barriers to that departure is having a safe place to go. While short term shelters and transitional housing offer temporary refuge, permanent housing is the best answer. The ability for a victim of domestic violence to transition into permanent housing independent of their batterer can offer a family fleeing violence priceless stability and comfort at their greatest time of need.

Currently the SFHA ACOP allows for Public Housing applicants to voluntarily cite if they are victims of domestic violence. Doing so qualifies the applicant for a "preference", moving them higher on the waitlist and closer to the opportunity of housing. This preference is extremely important. While all applicants to public housing are in need, it is imperative to recognize those in extreme danger: those who might be waiting for the procurement of Public

Housing to leave a situation where they and their children are routinely and unabashedly abused and traumatized. Eliminating Local Housing Preferences from the ACOP will put victims of domestic violence at an increased risk for continued physical and emotional violence by lessening their ability to receive timely, permanent housing assistance. Additionally, the work the SFHA has done in the way of supporting victims by empowering them to gain independent housing in a timely fashion will be dissolved.

As part of the proposed changes, the SFHA will also be moving toward Site Based Waiting Lists. In this proposed plan, each individual housing site will manage its own wait lists in accordance with the Asset Management model. With this change on the horizon, it is even more imperative that the SFHA continue to support victims of domestic violence by maintaining their presence as a Local Housing Preference. We believe it is likely that individual sites will honor the SFHA determined waitlist model. Therefore, if the SFHA chooses to continue to speak out against domestic violence by supporting this population with a preference, it is likely that individual housing sites will follow.

It is our understanding that one barrier to successfully maintaining the current waitlist under the Local Housing Preferences model is that verification can be time and effort heavy. AWS is dedicated to assisting victims of domestic violence, and is therefore able to provide Verification of Service Receipt to all clients upon their request. We are open to further discussion on what role we can play to facilitate a smooth and simple verification process for the Local Housing Preferences.

As an organization dedicated to ending violence against women, we implore you to reconsider the proposed change to the ACOP regarding elimination of the Local Housing Preferences. Thus far the SFHA has been a leader and ally in the effort to assist victims of domestic violence in finding new, permanent, timely housing. With nearly 1/3 of women reporting being physically or sexually abused by a husband or boyfriend, it is crucial that systems such as these remain open and supportive of their right to violence-free lives. Please continue to join with us in the fight against domestic violence by maintaining the Local Housing Preferences.

Sincerely,

Beckie Masaki Executive Director Asian Women's Shelter 3543 18th Street, #19

Bestio March

San Francisco, CA 94110

May 12, 2008

Administrator, Office of Fair Housing San Francisco Housing Authority 1251 Turk Street, First Floor San Francisco, CA 94115

Dear San Francisco Housing Authority, Office of Fair Housing:

La Casa de las Madres is a non-profit organization serving more than 1,400 women and children who are victims of domestic violence each year in San Francisco. Founded in 1976, La Casa opened California's first and the nation's second shelter dedicated to women and children escaping domestic violence. Today, La Casa works in partnership with the Department on the Status of Women, the Department of Children, Youth, and Families, the Mayor's Office of Community Development, the Department of Public Health, and in collaboration with the San Francisco Police Department, San Francisco District Attorney, and many other government organizations and non-profits dedicated to serving the community.



A Refuge. An Advocate. A Strong Voice Against Domestic Violence.

La Casa de las Madres 1663 Mission Street, Suite 225 San Francisco, CA 94103

Tel: 415.503.0500 Fax: 415.503.0301

Crisis Line: 877.503.1850 www.lacasadelasmadres.org

We write to you today with deep concern about a proposed change to the San Francisco Housing Authority (SFHA) Admissions and Continued Occupancy Policy (ACOP). In the past, clients of La Casa have worked with the SFHA to find safe housing away from their batterer. Our knowledge of the dynamics of domestic violence tells us that when victims are ready to leave violent relationships, one of the largest barriers to that departure is having a safe place to go. While short term shelters and transitional housing offer temporary refuge, permanent housing is the best answer. The ability for a victim of domestic violence to transition into permanent housing independent of their batterer can offer a family fleeing violence priceless stability and comfort at their greatest time of need.

Currently the SFHA ACOP allows for Public Housing applicants to voluntarily cite if they are victims of domestic violence. Doing so qualifies the applicant for a "preference", moving them higher on the waitlist and closer to the opportunity of housing. This preference is extremely important. While all applicants to public housing are in need, it is imperative to recognize those in extreme danger: those who might be waiting for the procurement of Public Housing to leave a situation where they and their children are routinely and unabashedly abused and traumatized. Eliminating Local Housing Preferences from the ACOP will put victims of domestic violence at an increased risk for continued physical and emotional violence by lessening their ability to receive timely, permanent housing assistance. Additionally, the work the SFHA has done

in the way of supporting victims by empowering them to gain independent housing in a timely fashion will be dissolved.

As part of the proposed changes, the SFHA will also be moving toward Site Based Waiting Lists. In this proposed plan, each individual housing site will manage its own wait list in accordance with the Asset Management model. With this change on the horizon, it is even more imperative that the SFHA continue to support victims of domestic violence by maintaining their presence as a Local Housing Preference. We believe it is likely that individual sites will honor the SFHA determined wait list model. Therefore, if the SFHA chooses to continue to speak out against domestic violence by supporting this population with a preference, it is likely that individual housing sites will follow.

It is our understanding that one barrier to successfully maintaining the current wait list under the Local Housing Preferences model is that verification can be time and effort heavy. La Casa is dedicated to assisting victims of domestic violence, and is therefore able to provide Verification of Service Receipt to all clients upon their request. We are open to further discussion on what role we can play to facilitate a smooth and simple verification process for the Local Housing Preferences.

As one of the nation's oldest organizations serving victims of domestic violence, we implore you to reconsider the proposed change to the ACOP regarding elimination of the Local Housing Preferences. Thus far the SFHA has been a leader and ally in the effort to assist victims of domestic violence in finding new, permanent, timely housing. With nearly 1/3 of women reporting physical or sexual abuse by a husband or boyfriend, it is crucial that systems such as these remain open and supportive of their right to violence-free lives. Please continue to join with us in the fight against domestic violence by maintaining the Local Housing Preferences.

Kathy Black

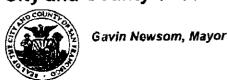
Executive Director

La Casa de las Madres

1663 Mission Street, Suite 225

San Francisco, CA 94103

City and County of San Francisco



Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

May 14, 2008

Ms. Mirian Saez
Acting Executive Director
San Francisco Housing Authority
440 Turk Street
San Francisco, California 94102

RE: Comments on the SFHA Annual Agency Plan

Dear M: Saez:

In the development of the 2008 SFHA's annual agency plan, the Human Services Agency would like to request the inclusion of preference points for homeless families in care.

In 2004 HSA proposed changes to the SFHA's annual agency plan to include an additional preference for homeless families currently residing in San Francisco's family emergency shelter system and receiving services. SFHA agreed to grant the preference, and the shelter programs agreed to provide post-housing aftercare services for the families who were placed in SFHA units through this process. The preference was in effect for approximately two years, during which time 68 shelter families were successfully housed. Many of these families could still be in our shelter system if not for this assistance in obtaining subsidized housing.

As you may know, HSA funds contracts with three non-profit organizations to provide shelter services for homeless families. The programs' primary goal is to provide support services that will assist families in obtaining permanent housing. A significant number of families are cycling through our shelter system because they are not likely to obtain permanent housing without the aid of a subsidy, since their income simply cannot support them in fair market housing in this area. Families experiencing this type of chronic homelessness are more likely to come into contact with the child welfare system, as well as have children who are more likely to be in poor health and experience developmental delays, mental health problems such as anxiety and depression, and to exhibit behavioral problems. Children who are homeless also have lower academic achievement, exacerbated by frequent moves and psychological distress.

Ms. Mirian Saez Page 2 May 14, 2008

Currently the Connecting Point wait list has 125 families awaiting placement in shelter, and over 80 families are staying in shelter and looking for a home. Because this process was so effective in housing homeless families, and because the same challenges facing families in shelter still exist, we propose that SFHA reinstituting preference. Thank you for your consideration.

Sincerely,

Trent Rhorer

Executive Director

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



June 4, 2008

The Office of Fair Housing
San Francisco Housing Authority
Attn: Mssrs. Rufus Davis and Belinda Jeffries
1251 Turk Street, First Floor
San Francisco, CA 94115

Re: Proposed Changes to Admission and Continued Occupancy Policy

Dear Mssrs. Davis and Jeffries:

I am writing to express my concern about proposed changes to the San Francisco Housing Authority Admissions and Continued Occupancy Policy. I understand that the proposed changes would eliminate existing "preferences" for victims of domestic violence, which would give them priority on the waitlist for housing.

From the standpoint of law enforcement, this preference is very important. I understand SFHA is in the difficult position of having many applicants with housing needs, but domestic violence victims can be in potentially lethal danger, and they must be provided an opportunity to leave potentially deadly circumstances. I am concerned that eliminating preferences from the ACOP will put victims of domestic violence at increased risk of continued violence.

I urge SFHA to reconsider this policy and ensure that law enforcement and organizations serving domestic violence victims have an opportunity to express their perspective before policy changes are adopted. I appreciate your consideration of these concerns and thank you for your attention to this matter.

KAMALA D. HARRIS

District Attorney

City and County of San Francisco

ce: Mayor Gavin Newsom Supervisor Carmen Chu



City and County of San Francisco Local Homeless Coordinating Board

May 7, 2008

Mirian Saez Interim Director, San Francisco Housing Authority 440 Turk St. San Francisco, CA 94102

Dear Ms. Saez and the San Francisco Housing Authority,

The San Francisco Local Homeless Coordinating Board (LHCB) would like to submit recommendations to be included in the San Francisco Housing Authority (SFHA) 2008 Annual Plan process. The LHCB is San Francisco's Homeless Continuum of Care (CoC). Our recently revised Five Year Strategic Plan Towards Ending Homelessness (CoC plan), which was endorsed by Mayor Newsom and the Board of Supervisors, includes several policies relevant to the work of the SFHA. Therefore, by sharing these policies and participating in the Annual Plan process, the LHCB would like to work in partnership with the SFHA to coordinate efforts toward ending homelessness in San Francisco. In addition, we recognize the important role that the SFHA has of maintaining and expanding affordable housing, as this housing is sometimes the only affordable housing available to families exiting homelessness in San Francisco.

The Local Homeless Coordinating Board recommends that policies of the San Francisco Housing Authority align with the Continuum of Care plan by including the following:

1) Reintroduce preference points for people who are homeless. This should be carefully considered by the SFHA in partnership with the Planning Department, Mayor's Office of Housing, Redevelopment Agency, Human Services Agency, and LHCB. Prioritizing people who are homeless for affordable permanent housing aligns with the priorities of this administration, the Ten Year Plan Towards Ending Chronic Homelessness, and the CoC Five Year Strategic Plan Towards Ending Homelessness

This recommendation aligns with the CoC Plan's Initiative I.1: "Increase the number of permanent deeply affordable housing units for homeless individuals and families... 'Deeply affordable' means that the units are affordable to people whose income is 0-30% of the Area Median Income."

This recommendation also aligns with Initiative Action I.1.f: "Coordinate local planning between the Planning Department, the Mayor's Office of Housing, the Redevelopment Agency and the Housing Authority to increase affordable housing options resulting in increased housing for people who are homeless."

Farker John Kardin, Co-Chair

Roberta Rosental, Co-Cypia

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Laura Gezeran

Barbara Brons

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Ali Schlageter, Staff

2) Adopt the least restrictive tenant eligibility criteria based upon criminal or drug-related activity while promoting policies and procedures that reinforce public safety and facilitate reintegration of rehabilitated people into the community by making individualized determinations about every applicant.

This recommendation aligns with the CoC Plan's Initiative I.2: "Increase access for homeless individuals and families to permanent housing that is affordable to them despite citizenship/immigration status, and despite eviction, credit and/or criminal histories."

In addition to the recommendations stated in this letter, the Local Homeless Coordinating Board's Policy Committee worked in partnership with the Housing Rights Committee of San Francisco to create the report "Helping to Reshape the San Francisco Housing Authority." This report is the result of a large community-wide effort which gathered input and suggestions for improvement. It highlights several other recommendations that support our efforts towards ending homelessness, such as eviction prevention strategies and support for tenants with special needs. We will be submitting this report to the San Francisco Housing Authority *prior to May 15, 2008.*

We appreciate the extensive efforts of the San Francisco Housing Authority to provide high quality affordable permanent housing to the residents of San Francisco. We look forward to working with the San Francisco Housing Authority as a partner towards continuing to create and sustain affordable housing so that we may help to end homelessness in San Francisco.

Sincerely,

Bobbie Rosenthal Co-Chair, LHCB

Father John Hardin Co-Chair, LHCB Christine Ma, MD

Christine We

Co-Chair, LHCB Policy Committee

cc:

Mayor Gavin Newsom San Francisco Board of Supervisors Trent Rhorer, Director Human Services Agency Ed Lee, City Administrator, Head of SFHA Transition Team



San Francisco
Housing Authority
City and County of San Francisco

440 Turk Street San Francisco, CA 94102 (415) 554-1200

2008 CAPITAL FUND PROGRAM (CFP) AND HOPE VI PROGRAM 1ST RESIDENT ADVISORY COMMITTEE (RAB) MEETING

DATE & TIME: Tuesday, April 22, 2008 @ 12:00 Noon

LOCATION: 440 Turk Street, Commission Room

RAB GENERAL ASSEMBLY MINUTES

OPENING REMARKS AND INTRODUCTIONS

Residents and resident leaders from Section 8 and SFHA public housing were present. In their attendance, they signed up to be part of the Resident Advisory Committee (RAB), together with in-house staff members. Mr. Rufus Davis, RAB meeting facilitator, welcomed everyone and introduced staff members and residents. Mr. Davis gave introduction remarks explaining the purpose and importance of being a member of the RAB.

MATERIALS HANDED OUT

- 1) Agenda ~ Resident Advisory Committee Meeting #1 of 4
- 2) Agenda ~ CFP and HOPE VI
- 3) PHA Plan ~ 2008 Submittal ~ Schedule of Time and Activities
- 4) Capital Fund Program ~ (CFP) overview
- 5) Priorities Criteria for the 2008 CFP Work Items
- 6) 2008 CFP proposed work items
- 7) HOPE SF ~ Disposition, Infill and Revitalization of other Public and Affordable Housing

SUB-COMMITTEE GROUPS

The RAB Committee was divided into three sub-committees and given a choice to identify which group would be of their interest. Staff members were given the opportunity to present the purpose of their programs. Groups were as follows:

- 1) Section 8
- 2) Proposed changes to Eligibility Criteria
- 3) Capital Fund Program (CFP) and HOPE SF

CFP AND HOPE SF RAB SUB-COMMITTEE ~ MINUTES

2008 PHA PLAN ANNUAL SUBMITTAL SCHEDULE

Alicia Sisca, Modernization Planning and Program Manager, briefly went over the schedule of time and activities. Ms. Sisca asserted that the public hearing would be advertised in the local newspaper and will provide 45 days for public comments.

1. CAPITAL FUND PROGRAM (CFP) OVERVIEW

Ms. Sisca provided a brief overview of the CFP and explained the importance of each of the major components of the 2008 submittal. Alicia Sisca explained that one of the components of the PHA Plan is the Performance Evaluation Report. The Performance Evaluation Report needs to be as of March 31, 2008 and will report on 1 work items under all active CFP funds. Ms. Sisca mentioned we will be requesting for the same amount of funds we requested last year, approximately \$14,000,000. The advisory committee will look at the previous and current years to prioritize the needs.

> SETTING CRITERIA TO PRIORITIZE

Ms. Sisca briefly explained federal regulations' mandates for physical and management improvements priorities criteria such as: Lead Based Paint (LBP); Asbestos Containing Material (ACM) Abatement; American with Disabilities Act (ADA) and/or 504 requirements; etc. Ms. Sisca went through the criteria that all RAB members will need to have in mind when setting up priorities to plan the proposed work items for the next fiscal year and the 5-year plan.

> 2008 CFP ANNUAL STATEMENT AND FIVE-YEAR PLAN PRIORITIES

Ms. Sisca went over the work items shown on the handout for the 2008 Proposed Work Items and explained the procedure when SFHA receives residents' comments through the RAB meetings, those received from the property management offices, and Maintenance Department – these comments will be included in the final draft to be presented at the PHA Plan Public Hearing on May 28, 2008. This draft will also be available at the property sites in the Property Managers' offices and given 45 days to comment on the proposed plan priorities.

2. HOUSING DEVELOPMENT AND HOPE SF OVERVIEW

Juan Monsanto, Manager, Housing Development Planning and Program Development, briefed the audience on the following issues:

1. HUD description for:

- a. Disposition Application property that is for sale, usually at fair market value
- b. Disposition Application a property can also be leased, but needs HUD permission to do so, most likely for a long term ground lease varying from 55 to 75 years
- c. Demolition Disposition Application This is a combination of a and b, a property can be for a long term ground lease, but can possibly have some parts for sale

2. Resolutions approved by the SFHA Commission on March 27, 2007:

- a. Amendment to HUD approved Disposition Application 75-77 Coleridge Street (sale at fair market value)
- b. Amendment to HUD approved Disposition Application Alice Griffith parking lot/ ecess vacant land (sale at fair market value)
- c. Disposition Application 275 Thrift Street (sale of a one unit building due to its obsolescence and blight)
- d. Disposition Application –Rosa Parks parking lot (this is long term ground lease, not for sale, which will allow the construction of up to 100 senior and developmentally disabled households in the Western Addition. Rosa Parks households WILL NOT BE RELOCATED FROM THEIR APARTMENTS AT ALL. The Rosa Parks developer has entered into and

Exclusive Negotiating Rights Agreement with the Authority to assure the viability of the project

- 3. Upcoming Demolition Disposition Applications Hunters View. As part of the HOPE SF Program, and based on HOPE SF Task Force Recommendation of March 2007, the Authority has entered into an Exclusive Negotiating Rights Agreement to develop Hunters View within the next 7 years.
- 4. HOPE SF Request for Qualifications and Upcoming Demolition Disposition Applications Three sites were selected to start the HOPE SF revitalization through a City Bond Measure that allocates pre-development funding for these sites: Potrero Terrace, Potrero Annex, Sunnydale, Westside Courts. The selected developers will be entering into an Exclusive Negotiating Rights Agreement with the Authority, and will commence a similar process driven by lessons learned from the Hunters View site.
- 5. Upon questions on Alice Griffith and its revitalization, Sarah Short, Housing Coalition, explained Proposition G as an effort from the City to move the revitalization of the Shipyard/ Candlestick Park revitalization process being lead by Lennar developers. This master plan includes Alice Griffith, and Lennar has already been engaging the Alice Griffith residents in this process. The revitalization will not require for families to move, but only to the new units being built in the contiguous site being sold through the disposition application. More information will be released about the project once the
- 6. Letters of Support from the RAB as part of the disposition applications stated above, those members that are committed to the RAB were asked to sign a letter of support for all four (4) applications to HUD. Five members signed each letter.

3. RESIDENT COMMENTS AND ISSUES

- Residents raised a concern on how previous years funding was expended and why some of the programmed items were not yet completed. Ms Sisca explained that some funding was reprogrammed to complete a back log of vacant units, also reported of the upcoming contracting of an Energy Savings Contractor (ESCO), that will allow the Authority to complete up to \$40,000,000 of construction work related to energy savings that will be financed though utilities savings, and relieving CFP funds to cover for other construction needs. Ms Sisca informed the committee that there will be one RAB meeting to discuss the Performance and Evaluation of all active CFP programs, at that point all of the construction activities, obligation and expenditure will be reviewed.
- Residents will like to invite staff in charge of security and property management to address program and service issues. Staff will be invited to attend next RAB meeting.
- ➤ Issues regarding maintenance and reasonable accommodations were raised by some attendees, The Director of Maintenance, present at the meeting made notes of all concerns and will generate work orders to resolve each and all complains. Ms Sisca noted the information regarding ADA/504, and reasonable accommodations, will bring schedule of time for completion of the requests next RAB meeting.

In closing Alicia Sisca announced that the next Advisory Board meeting will be next week Tuesday, April 29 @ 12:00 noon at the Rosa Parks Community Room. The Advisory Committee will discuss the Authority's Capital Fund Program (CFP) proposed work items for next year at the next RAB meeting.

Meeting adjourned @ 2:00 p.m.



San Francisco Housing Authority Cityand County of San Francisco

440 Turk Street San Francisco, CA 94102 (415) 554-1200

2008 CAPITAL FUND PROGRAM (CFP) AND HOPE VI PROGRAM

2nd ADVISORY COMMITTEE MEETING

DATE & TIME: Tuesday, April 29, 2008 @ 12:00 Noon

LOCATION: 1251 Turk Street, Rosa Parks., Community Room

MINUTES

MATERIALS HANDED OUT

1) Agenda ~ Resident Advisory Board Meeting #2

- 2) CFP And Hope Vi Advisory Board Sub-Committee ~ 4/29/08 Minutes
- 3) Account Distribution for 2008 CFP Funding
- 4) 2008 Work Statement Proposed First Draft
- 5) CFP Historical funding brochure
- 6) HOPE SF Task Force Recommendations

CFP AND HOPE VI ADVISORY BOARD SUB-COMMITTEE ~ 4/22/08 MINUTES

Alicia Sisca welcomed everyone for attending the 2nd CFP and Hope VI Advisory Board meeting and reviewed the agenda and approval of the minutes from 1st RAB meeting April 29, 2008. Ms. Sisca asked if everyone had the chance to review the minutes and if there are any questions. No questions were asked, therefore the minutes were approved.

FOLLOW UP ON QUESTIONS AND CONCERNS FROM 1ST RAB MEETING

Ms. Sisca informed about the follow up responses to complains raised at the 1st RAB meeting as follows:

- 1. Accessible entrance at 2698 California Street: Zachary Nathan Architect visited the site on 4/28/08 to perform a survey of conditions, he will submit construction documents to remediate accessible path in 2 weeks, projected construction time after plans are ready is of 45 working days.
- 2. Environmental Consultants will performed test to drinking water at several units on 4/30/08 to follow up with tenants complain about dirty water coming out of faucets. Plan of action will be set up after the lab tests come back with findings.
- 3. Accessible entrance issues at 363 Noe Street. A SFHA Project Manager visited the site to assess condition. Will proceed with widening the front entry, adding an automatic push button door opener, and eliminating the step to resident's back patio. Timeline is as follows; preliminary investigation and construction documents 4/24 to 5/12, Issue NTP 5/12 to in-house construction team, construction completion 5/30/08.

SECURITY AND PROPERTY MANAGEMENT PROGRAM/SERVICES UPDATE

Ms Lorece Chanel Lundy, Program Manager II and Mr. Tim Larsen, Assistant General Counsel introduced themselves and provide a detail presentation to the RAB on how the Authority provides property management and security services to residents at the different developments.

Questions and concerns were raised by some RAB members. They are listed at the end of these minutes.

DISTRIBUTION OF FUNDS FOR 2008 CFP APPLICATION

Alicia Sisca, explained the distribution of the funding on different accounts and how the money is used to pay for soft costs (administration, fees and costs, management improvements and operating subsidy), and hard costs, actual construction expenditures of the funding.

Materials regarding historical funding and reduction of the moneys from 1991 to date were distributed to the RAB members for their information as follows:

- CFP funding has been reduced to just 55% of the \$23.8 million it received in 1991 to \$13.2 million for FY 2006.
- During the same period of time, construction costs have increased by 203% thereby cutting the amount of capital improvements that can be accomplished today with each CFP dollar now allocated.

Also strategies to address the historical underfunding were presented, HOPE SF program for revitalization of several sites and Energy Saving Contracting for remaining developments were discussed as alternatives to closing the gap in funding.

2008 CFP WORK ITEMS - FIRST DRAFT

Alicia Sisca went over the work items shown on the handouts for the 2008 Annual Statement and Five-Year Plan first draft, and explained that all comments and needs submitted by residents and in-house managers are listed in the document, the RAB will need to go through all the proposed work items and recommend priorities for the 2008 Annual Statement and Five-Year Plan. The prioritizing should be made taking under consideration the criteria discussed in previous meeting. Final recommendations will be included in the final draft to be presented at our Public Hearing on May 28, 2008. This draft will also be available at the property sites in the Property Manager's office and given 45 days to comment on the proposed plan.

RESIDENT COMMENTS AND ISSUES

- > Sliding door at 345 Arguello #406 is not working properly. This item will be sent to Maintenance for repair.
- ➤ Heating System at 666 Ellis is not working properly. This is a potential work item for the Energy Saving Contractor (ESCO).

- ➤ Protocols for Security were discussed and clarified by Mr. Larsen, who encouraged RAB members to call him at 554-1294 if there are irregularities with the provision of the security service.
- > Concerns about different languages being available to respond to residents' maintenance requests were raised at the meeting. Residents requested that the Office of Fair Housing and Resident Relations, reinstate flyers with information and phone numbers to be called if any needs arise, in all the different languages
- > Tenant asked about the SFHA pet policy. Information will be brought to the next meeting.
- > 1880 Pine Street needs to update the control system for the elevator. This repair will need to be included as a work item in the 2008 Five Year Plan.

In closing Alicia Sisca announced that the next Advisory Board meeting will be next week Tuesday, May 6 @ 12:00 noon. The Advisory Committee will discuss the Authority's Capital Fund Program (CFP) proposed work items for next year at the next RAB meeting.

Meeting adjourned @ 2:15 p.m.



San Francisco Housing Authority Cityand County of San Francisco

440 Turk Street San Francisco, CA 94102 (415) 554-1200

2008 CAPITAL FUND PROGRAM (CFP) AND HOPE SF PROGRAM

3rd ADVISORY COMMITTEE MEETING

DATE & TIME:

Tuesday, May 6, 2008 @ 12:00 Noon

LOCATION:

1251 Turk Street, Rosa Parks, Community Room

MINUTES

MATERIALS HANDED OUT

- 1) Agenda ~ Resident Advisory Board Meeting #3
- 2) CFP And HOPE SF Advisory Board Sub-Committee ~ 4/29/08 Minutes
- 3) 2004/2007 CFP Performance and Evaluation Report (P&ER)

CFP AND HOPE SF ADVISORY BOARD SUB-COMMITTEE ~ 4/29/08 MINUTES

Alicia Sisca welcomed everyone for attending the 3rd CFP and HOPE SF Advisory Board meeting and reviewed the agenda and approval of the minutes from 2nd RAB meeting May 1, 2008. Ms. Sisca asked if everyone had the chance to review the minutes and if there are any questions. The minutes were approved with a comment as follows:

CFP PERFORMANCE AND EVALUATION REPORT

Ms Elizabeth Tang, Housing Development and Modernization Department Management Analyst, introduced herself and presented to the Board two documents showing details of obligation and expenditure of funds for the 2004/2007 Capital Fund Programs.

Ms Tang explained the reason for the P/E reports – we need to submit the P/E reports to HUD along with the new CFP submission and 5 year plan. P/E report are for all current grants that are still open, it shows the current budget, obligated and expended as of March 31, 2008. Ms. Tang reviewed the summary sheet showing all the open grants – CFP 2004 to CFP 2007 plus 4 RHF and how it ties with each P/E Reports.

Ms Tang explained the P/E reports in detail of each grant, how the line items shown on each sites with the budget, obligated and expended amount.

<u> 2008 CFP WORK ITEMS – FIRST DRAFT PRIORITIES</u>

RAB members submitted recommendations on prioritizing the 2008 Annual Statement and Five-Year Plan were work items. The prioritizing followed the criteria discussed in previous meeting. Final recommendations will be included in the final draft to be presented at our Public Hearing

on May 28, 2008. This draft will also be available at the property sites in the Property Manager's office and given 45 days to comment on the proposed plan.

RESIDENT COMMENTS AND ISSUES

Present at the meeting to respond to residents' concerns and questions were SFHA staff as follows:

- > Barbara Smith, Administrator of the Housing Development and Modernization Department
- > Anthony Ihejeto, Director of Public Housing Operations
- > Ron Fazzio, Manager of Central Maintenance
 - 1. The heating system at 2698 California needs to be replaced. Potential item for ESCO.
 - 2. Senior residents requested a bulletin board for the new re-occupied building at 951 Eddy.
 - 3. Other senior residents complain about not having current information posted in bulletin boards at various sites. A request will be send to the Office of Resident Services to provide and update information at all bulletin boards.
 - 4. Concerns about different languages being available to respond to residents' maintenance requests were raised at the meeting. Residents requested that the Office of Fair Housing and Resident Relations, reinstate flyers with information and phone numbers to be called if any needs arise, in all the different languages.
 - 5. Resident at 363 Noe Street asked for an update on modification of her patio door for accessibility. Project Manager will set up a visit to assess the condition and prepare documents for repairs.
 - 6. Residents from 1760 Bush complained about the lighting at the garage not being bright enough. Ron Fazzio will send electrician to replace light bulbs.
 - 7. 1760 Bush building got new furniture at common areas. Resident raised concern about a three seat couch that may encourage people to sleep on it.
 - 8. Tenant from Hunters Point complained about garbage and lack of lighting around vacates on building 790. Property Manager will look into the situation.
 - 9. 666 Ellis Street and 1880 Pine Street need drape replacement at several units. Property Management will look into it.
 - 10. Tenants complained about not getting the Commission meeting notices on a timely manner.
 - 11. A tenant from 363 Noe Street requested that the Interim Executive Director be invited to attend the 4th RAB meeting on May 13, 2008. The invitation will be forwarded by Barbara Smith.
 - 12. Ron Fazzio will send staff to address all maintenance issues mentioned above.

In closing Alicia Sisca announced that the next Advisory Board meeting will be next week Tuesday, May 13 @ 12:00 noon at 440 Turk Street, Commission Room. The Advisory Committee will discuss the Authority's Capital Fund Program Five Year Plan final draft at the next RAB meeting.

Meeting adjourned @ 2:30 p.m.



San Francisco Housing Authority Cityand County of San Francisco

440 Turk Street San Francisco, CA 94102 (415) 554-1200

2008 CAPITAL FUND PROGRAM (CFP) AND HOPE SF PROGRAM

3rd ADVISORY COMMITTEE MEETING

DATE & TIME: Tuesday, May 6, 2008 @ 12:00 Noon

LOCATION: 1251 Turk Street, Rosa Parks, Community Room

MINUTES

MATERIALS HANDED OUT

- 1) Agenda ~ Resident Advisory Board Meeting #3
- 2) CFP And HOPE SF Advisory Board Sub-Committee ~ 4/29/08 Minutes
- 3) 2004/2007 CFP Performance and Evaluation Report (P&ER)

CFP AND HOPE SF ADVISORY BOARD SUB-COMMITTEE ~ 4/29/08 MINUTES

Alicia Sisca welcomed everyone for attending the 3rd CFP and HOPE SF Advisory Board meeting and reviewed the agenda and approval of the minutes from 2nd RAB meeting May 1, 2008. Ms. Sisca asked if everyone had the chance to review the minutes and if there are any questions. The minutes were approved with a comment as follows:

CFP PERFORMANCE AND EVALUATION REPORT

Ms Elizabeth Tang, Housing Development and Modernization Department Management Analyst, introduced herself and presented to the Board two documents showing details of obligation and expenditure of funds for the 2004/2007 Capital Fund Programs.

Ms Tang explained the reason for the P/E reports – we need to submit the P/E reports to HUD along with the new CFP submission and 5 year plan. P/E report are for all current grants that are still open, it shows the current budget, obligated and expended as of March 31, 2008. Ms. Tang reviewed the summary sheet showing all the open grants – CFP 2004 to CFP 2007 plus 4 RHF and how it ties with each P/E Reports.

Ms Tang explained the P/E reports in detail of each grant, how the line items shown on each sites with the budget, obligated and expended amount.

2008 CFP WORK ITEMS – FIRST DRAFT PRIORITIES

RAB members submitted recommendations on prioritizing the 2008 Annual Statement and Five-Year Plan were work items. The prioritizing followed the criteria discussed in previous meeting. Final recommendations will be included in the final draft to be presented at our Public Hearing

on May 28, 2008. This draft will also be available at the property sites in the Property Manager's office and given 45 days to comment on the proposed plan.

RESIDENT COMMENTS AND ISSUES

Present at the meeting to respond to residents' concerns and questions were SFHA staff as follows:

- > Barbara Smith, Administrator of the Housing Development and Modernization Department
- Anthony Ihejeto, Director of Public Housing Operations
- Ron Fazzio, Manager of Central Maintenance
 - 1. The heating system at 2698 California needs to be replaced. Potential item for ESCO.
 - 2. Senior residents requested a bulletin board for the new re-occupied building at 951 Eddy.
 - 3. Other senior residents complain about not having current information posted in bulletin boards at various sites. A request will be send to the Office of Resident Services to provide and update information at all bulletin boards.
 - 4. Concerns about different languages being available to respond to residents' maintenance requests were raised at the meeting. Residents requested that the Office of Fair Housing and Resident Relations, reinstate flyers with information and phone numbers to be called if any needs arise, in all the different languages.
 - 5. Resident at 363 Noe Street asked for an update on modification of her patio door for accessibility. Project Manager will set up a visit to assess the condition and prepare documents for repairs.
 - 6. Residents from 1760 Bush complained about the lighting at the garage not being bright enough. Ron Fazzio will send electrician to replace light bulbs.
 - 7. 1760 Bush building got new furniture at common areas. Resident raised concern about a three seat couch that may encourage people to sleep on it.
 - 8. Tenant from Hunters Point complained about garbage and lack of lighting around vacates on building 790. Property Manager will look into the situation.
 - 9. 666 Ellis Street and 1880 Pine Street need drape replacement at several units. Property Management will look into it.
 - 10. Tenants complained about not getting the Commission meeting notices on a timely manner.
 - 11. A tenant from 363 Noe Street requested that the Interim Executive Director be invited to attend the 4th RAB meeting on May 13, 2008. The invitation will be forwarded by Barbara Smith.
 - 12. Ron Fazzio will send staff to address all maintenance issues mentioned above.

In closing Alicia Sisca announced that the next Advisory Board meeting will be next week Tuesday, May 13 @ 12:00 noon at 440 Turk Street, Commission Room. The Advisory Committee will discuss the Authority's Capital Fund Program Five Year Plan final draft at the next RAB meeting.

Meeting adjourned @ 2:30 p.m.

July 14, 2008

Belinda Jeffries, Office of Fair Housing San Francisco Housing Authority 1251 Turk Street, First Floor San Francisco, CA 94115

RE: Comments to San Francisco Housing Authority's 2008-09 Annual Plan, ACOP

To Whom It May Concern:

Bay Area Legal Aid ("Bay Legal") submits the following initial comments in connection with the San Francisco Housing Authority's 2008-09 Annual Plan, including proposed revisions to the Admissions and Continued Occupancy Policy (ACOP) and the conventional public housing lease. The comments below were prepared *prior* to the May 15th Community Partners Meeting held by the San Francisco Housing Authority (SFHA), and as such, only represent our comments on the materials provided up to that point. Prior to the Housing Commission meeting on June 12, 2008, Bay Legal will submit further comments on the proposed changes and language revisions that were only disclosed by the SFHA today (May 15th).

BayLegal is a provider of free legal services to low-income persons in the Bay Area. BayLegal works closely with low-income tenants and residents of public housing in San Francisco. We also have extensive experience representing domestic violence survivors in their efforts to live free of violence. Our comments offer specific comments on the following topics: 1) the priority transfer process; 2) the VAWA 2005 requirements for domestic violence survivors in public and subsidized housing programs¹; 3) the elimination of preferences on the waitlist; 4) the creation of site-based waiting lists; 5) the designation of non-senior, disabled housing; and 6) revisions to the public housing lease.

¹ While federal law has separate categories for "domestic violence" and "dating violence" in Section 3 of the United States Housing Act of 1937 (42 U.S.C. § 13925), the definition of "domestic violence" in section 6211 of the California Family Code encompasses both federal categories. For simplicity, we use the term "victims of domestic violence" throughout our comments to refer to victims of domestic violence, dating violence, and stalking.

Bay Legal's Comments to SFHA's 2008-09 Annual Plan, ACOP, Section 8 Administrative Plan May 15, 2007 Page 2 of 19

PRIORITY TRANSFER PROCESS -Policy Proposed by SFHA

- 1. Elimination of Transfers to Hope VI Developments. The ACOP proposes both in its Transfer Policy and its Eligibility Sections to eliminate transfers from conventional housing to Hope VI housing, and to have each development run its own waitlist. Taking Hope VI developments out of the pool of possible transfer locations severely limits the options of victims of violence who need a safe place to which to transfer. Currently, the rates of violent crime at many of the Hope VI developments is significantly less than the violence occurring in and around many of the conventional housing developments at SFHA. Victims of domestic abuse or other violent crime who have already been traumatized often require new housing that will not subject them and their children to continuing violence. By eliminating the Hope VI developments as a transfer option, SFHA unfairly limits the options for its residents who need safety in their homes and in their neighborhoods.
- 2. **New Criteria for Priority Transfers.** SFHA has created new descriptions and criteria for its priority transfers which are confusing and overly narrow. To begin with, the first paragraph of the new transfer policy limits documentation to legal and/or law enforcement agency. This excludes persons who may need a transfer due to a medical condition, which would be verified by a health care provider. It also excludes community organizations that work with domestic violence survivors or crime victims that may be able to verify the occurrence of domestic violence or criminal activity.
- 3. Victim Witness Category: The new transfer policy eliminates the old category of "victim of violent crime" and now only provides transfers for persons who have provided information to law enforcement AND have been assaulted in connection with providing such information. Many victims of violent crimes will need transfers to get away from their assailants even if they have not been assaulted AFTER they report the violence to law enforcement. Furthermore, there are many threats short of assault that would make a crime victim fearful of retaliation and in need of a transfer. The requirement that law enforcement recommends re-housing the family has proved unworkable in the past, as getting these recommendations from law enforcement has proved to be difficult and time consuming. Crime victims should be able to document that criminal activity has occurred with a copy of their police report.
- 4. **Domestic Violence Category.** SFHA has unnecessarily narrowed the availability of transfers to domestic violence survivors and re-inserting discriminatory language that was eliminated in a prior ACOP as a result of a fair housing complaint and investigation by the California Fair Employment and Housing Agency. Many domestic violence survivors are assaulted by persons who do not live with them or who are not on their lease. SFHA does not require victim

Comments to SFHA's 2008-09 Annual Plan, ACOP, Section 8 Administrative Plan July 14, 2008 Page 3 of 19

witness transfer applicants to live with their assailants and should not require abuse survivors to live with theirs. This co-habitation requirement was the discriminatory language that was removed from a previous version of the ACOP. Domestic violence is also much more than physical violence. It can include sexual violence, destruction of personal property, arson, and a host of other threatening behavior. The domestic violence perpetrator is not necessarily a spouse or a member of the household. Indeed a perpetrator is often a former intimate partner. The policy requires that the applicant certify that the perpetrator will not continue to reside with the family when in many situations the perpetrator has never lived with the family.

Finally, the policy limits documentation to a restraining order or proof that the applicant has lived or is living in a domestic violence shelter. Many domestic violence survivors do not stay in shelters (often because shelters do not have room for all who need their services). Not all domestic violence survivors apply for restraining orders, and not all who apply are able to get them. SFHA should not create arbitrary types of documentation. To be consistent with its own policy under VAWA, SFHA should permit verification either by use of (1) the HUDauthorized certification form, (2) documentation from an agent of a victim service provider, attorney, or medical professional from whom the survivors has sought assistance in addressing the domestic violence; or (3) records from law enforcement or a court that describe incidents of domestic violence. Further, this approach is consistent with HUD's "Public Housing Occupancy Guidebook," which encourages PHAs to accept a "broad range of evidence as proof of domestic violence." See HUD, "Public Housing Occupancy Guidebook," Ch. 19, p. 217. HUD has stated that documentation may include, but is not limited to, a statement from the victim, a restraining order, a medical record, a criminal court record, a statement from a prosecutor, a statement a domestic violence service provider, or a statement from a social worker. See id.

- 5. **Hate Crime.** SFHA has eliminated protections for victims of hate crimes based on ethnicity/national origin, gender, and sexual orientation. As with the victim-witness category above, SFHA is requiring a letter from law enforcement requesting a transfer for the family, as opposed to a police report. As noted above, getting this kind of verification from law enforcement is difficult and time consuming.
- 6. **Emergency Medical and Disability Needs.** SFHA is requiring a letter from a doctor to verify the medical emergency. Many other kinds of health care providers (therapists, nurse-practitioners, hospital social workers) may be able to provide documentation of a health emergency, and verification should not be limited to doctors.
- 7. **Refusal of Transfer Offer.** SFHA has also imposed overly burdensome requirements on documenting the refusal of a transfer offer. An offered unit may

be extremely inconvenient to a tenant's job or a child's daycare or school, but the job or school probably does not have a policy that <u>prohibits</u> participation due to the location of an employee or student's home. The tenant should simply be required to provide documentation that they or a family member are attending or employed at a particular location, and the tenant can then supplement that proof with an explanation of why the new unit is incompatible with their continued attendance/employment. Furthermore, the verification that tenants must provide to demonstrate that an offer will place their safety in jeopardy is often not available. Tenants may wish to avoid a particular location because a relative of their abuser lives there, or they were previously attacked there. There may not be court records of these facts, but that does not make them any less relevant to tenant safety, and tenants seeking priority transfers are understandably uncomfortable moving from one unsafe situation to another.

8. **Resident Application for Transfer Form and Priority Transfer Referral Form.** The proposed application form for transfers incorrectly states the circumstances under which a transfer may be requested. It continues to include language that a domestic violence survivor seeking a transfer must have her/his perpetrator on the lease. The application also omits the transfer option for persons who need a transfer for health or disability reasons. The application also contains language that the applicant <u>must</u> accept an offered unit or be removed from the waitlist, without informing an applicant that they may have good cause to refuse a unit.

Similarly, the Priority Transfer Referral Form includes the incorrect standard for domestic violence survivors (that they must have vacated the unit or live with their abuser; that the violence must be by a spouse or household member; assumes the abuser lives with the household; improperly limits documentation of the domestic violence) and omits victims of other violent crimes.

PRIORITY TRANSFER PROCESS - Other Needed Provisions

Numerous clients of BayLegal and other housing rights and anti-domestic violence agencies in San Francisco have had difficulty in obtaining timely transfers when faced with life-threatening situations. SFHA has in some cases put unnecessary obstacles in the way of these tenants. We recommend that the following changes be made to the SFHA's Priority Transfer policy:

1. Not Holding Up Transfer Due to Back Rent. Tenants who are approved for a priority transfer shall be relocated regardless of any outstanding rent or other debts that may be owed to SFHA. The HUD "Public Housing Occupancy Guidebook" specifically provides that PHA's may establish requirements for transfers (such as owing no back rent) but "shall not impose such requirements in emergency situations." HUD, "Public Housing Occupancy Guidebook," Part 4-Chapter 11, page 150.

- 2. Rent Freeze for Tenants Who Have Not Yet Been Moved. Tenants who are approved for a priority transfer and have not yet been moved, but are not living in their units due to safety issues, shall be permitted to freeze any rent payments during the time they are on the waitlist. All tenants shall be informed of this provision.
- 3. All Developments Managed For SFHA Shall Accept Transfer Tenants. SFHA shall amend its existing Management Plans with any organizations providing management services for SFHA developments to ensure that SFHA tenants who have been approved for a priority transfer may be referred to any development being managed on SFHA's behalf, and that for these tenants, the organization may not impose eligibility criteria that are stricter than the SFHA's, and must give them priority on their waitlists (behind any originally displaced tenants).
- 4. **Section 8 Vouchers for Transfer Applicants.** SFHA should reinstate the option of providing transfer applicants with section 8 vouchers if no appropriate transfer in conventional housing is available. SFHA claims that federal regulations prevent it from giving vouchers to conventional housing tenants because it cannot give vouchers to persons who are not on the Section 8 waitlist, and the waitlist is currently closed. However, the HUD Template for PHA Annual Plans specifically contemplates that a PHA may "permit specific categories of families onto the waiting list, even if generally closed," (see HUD PHA Plan Template for 2005-2009, page 5, at

http://www.hud.gov/offices/adm/hudclips/forms/files/50075.pdf). The HUD Public Housing Occupancy Guidebook also includes, in its chapter on Domestic Violence, the suggestions that PHA's may offer domestic violence survivors living in conventional housing who are in need of a priority transfer a section 8 voucher. See HUD, Public Housing Occupancy Guidebook, p. 219. Clearly HUD would not be recommending section 8 vouchers to domestic violence survivors or the opening of closed wait lists to "specific categories of families" if PHA's were prohibited from offering section 8 vouchers to persons needing priority transfers. Further, SFHA's Annual Plan for Fiscal Year 2007-2008 states that SFHA will open the section 8 waitlist to "PBV in place applicants" and "1915C waiver eligible applicants," demonstrating that SFHA has previously used its authority to permit specific categories of families onto the waitlist. Finally, Marin Housing Authority has a policy permitting victims of domestic violence onto its section 8 waitlist even when it is closed, illustrating that such policies are permissible. See http://www.hud.gov/offices/pih/pha/approved/pdf/08/ca052v01.pdf, page 28. SFHA should amend the Annual Plan and ACOP to permit domestic violence survivors who need a priority transfer from public housing to be added to the section 8 waitlist.

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5. **Intercounty Transfers**. We would also encourage SFHA to collaborate with other regional PHA's to establish an inter-county transfer process.

REQUIREMENTS UNDER THE 2005 VIOLENCE AGAINST WOMEN ACT

We make the following suggestions to Appendix H and Section 24 of the Section 8 Administrative Plan that we think are necessary or encouraged by the Violence Against Women's Act (VAWA) of 2005. Please note that BayLegal is available to provide domestic violence and VAWA training to SFHA staff members and resident groups, to take referrals from staff members assisting families that are experiencing domestic violence, and to assist SFHA in its VAWA implementation efforts.

Create a Working Group to Implement Violence Against Women Policies

Both Appendix H and Section 24 of the Administrative Plan list as one of their Goals and Objectives to create and maintain collaborative arrangements between SFHA and other public and community agencies working with victims of domestic violence and stalking. The best way to do this would be for SFHA to convene a working group comprised of representatives from various agencies to help to implement the policies that have been developed both for the conventional housing program and the Section 8 Program. BayLegal has already observed how SFHA unintentionally put abuse survivors at risk by notifying all of the Section 8 recipients of some of the VAWA requirements in a manner that was not best suited to maintain confidentiality and maximize safety. Were SFHA to get input from experts on working with abuse survivors in the ways that it implements these policies, such situations could be avoided.

Definition of Domestic Violence

We would propose expanding the definition of "domestic violence" in both Appendix H and Section 24.4 of the Administrative Plan to include the definition found in the California Family Code at §§ 6203, 6211 and 6230, which govern the issuance of domestic violence restraining orders in California. The definition of "domestic violence" found in SFHA's plans appears to be taken from VAWA and defines domestic violence in part as crimes of violence by any person against a victim "who is protected from that person's acts under the domestic or family violence laws of the jurisdiction." To make this definition easier to understand, SFHA should list the categories of persons who are protected under California's family violence laws, as well the acts from which they are protected. Family Code § 6211 defines domestic violence as "abuse" perpetrated against a current or former spouse, cohabitant, dating partner, co-parent, or a relative within the second degree. Family Code § 6203 defines "abuse" as any of the following:

- (a) Intentionally or recklessly to cause or attempt to cause bodily injury.
- (b) Sexual assault.
- (c) To place a person in reasonable apprehension of imminent serious bodily injury to that person or to another.

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(d) To engage in any behavior that has been or could be enjoined pursuant to Section 6320.

Among the behaviors that can be enjoined pursuant to Family Code section 6320 are:

...molesting, attacking, striking, stalking, threatening, sexually assaulting, battering, harassing, telephoning, including, but not limited to, annoying telephone calls as described in Section 653m of the Penal Code, destroying personal property, contacting, either directly or indirectly, by mail or otherwise, coming within a specified distance of, or disturbing the peace of the other party, and, in the discretion of the court, on a showing of good cause, of other named family or household members.

It would ensure consistency for California domestic violence survivors that a person eligible to obtain a domestic violence restraining order in California should be able to seek protections available to domestic violence survivors in public housing.

Verification of Domestic Violence

Both Appendix H and the Section 8 Administrative Plan require verification to be provided within 14 business days of the request. VAWA provides that a PHA's request for certification must be in writing. See 42 U.S.C. § 1437d(u)(1)(B); 42 U.S.C. § 1437f(ee)(1)(B). We would suggest adding the following language:

...Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action, unless the individual has good cause for the delay. On any occasion in which SFHA is requesting verification, SFHA must put the request in writing and must give the individual a copy of the HUD certification form, a list of other acceptable means of verification, and a list of agencies that can assist the individual in completing any verification requirements. Limited English Proficient individuals must be provided materials in their native language or be provided with an SFHA supplied interpreter.

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Confidentiality

Both Appendix H (at page 6, paragraph A) and the Section 8 Administrative Plan (at section 24.8) limit confidentiality to instances in which SFHA has requested verification of domestic violence. We would suggest a requirement that all information regarding domestic violence, no matter how SFHA learns of this information, be kept confidential:

All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to SFHA by an individual regarding that person's status as a victim of domestic violence, dating violence or stalking or ...

Incorporation Into ACOP and Administrative Plan

While it is helpful to have all of the domestic violence policies summarized in an appendix, the ACOP and Administrative Plan should also incorporate provisions related to domestic violence survivors where it is relevant. Thus, for example, language on eviction protections for abuse survivors should be inserted in the eviction sections of the ACOP and the Administrative Plan.

Informing Tenants of Domestic Violence Provisions and Amending the Lease

SFHA must inform tenants of their rights as domestic violence or stalking victims, and inform owners and managers of their rights and obligations under VAWA. 42 U.S.C. §§ 1437d(u)(2)(B) 1437f(ee)(2)(B) (2006). Thus this information should be incorporated into SFHA orientations for conventional housing and Section 8. To prevent victims from having their assistance unnecessarily terminated based on their abusers' misconduct, SFHA should include a paragraph explaining VAWA's protections in its termination/eviction notices. This approach has been recommended by HUD, which issued a notice stating that "PHAs could also include language discussing the VAWA protections in the termination/eviction notice and request that a tenant come into the office to pick up the [certification] form if the tenant believes the VAWA protections apply." See HUD Notice PIH 2006-42.

The SHFA lease, the housing assistance payment contract between SFHA and participating landlords in the Section 8 voucher program, and contracts in the Project-Based Section 8 program must all explicitly include the information that an incident of domestic violence or stalking does not qualify as serious or repeated violations of the lease; that criminal activity directly relating to domestic violence, dating violence, or stalking does not constitute grounds for termination of a tenancy; that new confidentiality provisions govern the disclosure of information under the law; and that the lease may be bifurcated to remove just the perpetrator of domestic violence. 42 U.S.C. §§ 1437d(l)(5), (6); 1437f(o)(7)(C), (o)(7)(D), and (o)(20); 1437f(c) and (d) (2006).

OTHER COMMENTS TO APPENDIX H

Page 3: Admissions and Screening, paragraph B:

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Since the appendix already defines domestic violence, dating violence, and stalking, the preference should be granted to any survivor of domestic violence, dating violence or stalking who is at risk of further domestic violence, dating violence, or stalking.

Page 7, Relationships with Service Providers

Add the following to end of paragraph:

SFHA shall maintain updated referral lists to give to any domestic violence survivor.

OTHER COMMENTS TO THE SECTION 8 ADMINISTRATIVE PLAN

§8.1 PORTABILITY: GENERAL POLICIES OF THE SFHA

Exceptions will be considered on a case by case basis for disabled households, family medical emergencies, death in the family, domestic violence or as deemed appropriate by the Program Administrator or his designee. In cases where the family must move out of the unit to protect the health or safety of an individual who has been the victim of domestic violence, SFHA shall act upon the portability request within 14 business days.

§8.3.F PORTABILITY

Add to end:

Tenants who are approved for a portability move and who are moving to protect the health or safety of an individual who has been the victim of domestic violence shall be permitted to relocate regardless of any outstanding rent or other debts that may be owed to SFHA.

§24.5.B: PREFERENCES FOR INVOLUNTARY DISPLACEMENT:

...Domestic Violence/<u>Stalking</u>: an applicant who is a survivor of domestic violence, dating violence or stalking and who is at risk of further domestic violence, dating violence, or stalking.

§ 24.10 COURT ORDERS/FAMILY BREAK-UP

...This includes cooperating with law enforcement authorities to enforce civil <u>or criminal</u> protection orders....

§ 24.12 NOTIFICATION

Add to end:

and that a person who is the victim of domestic violence or stalking may "port" their voucher to another jurisdiction to escape domestic violence or stalking.

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The following sections of the Administrative Plan could also benefit from the following changes to protect abuse survivors:

§2.3H: ABSENCES FROM UNIT:

Add to 2.: Absences beyond the control of the family (i.e. <u>domestic violence or stalking of a family member)</u>

INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

§12.2.B. Family Responsibility for HQS

Amend:

The family is responsible for a breach of the HQS that is caused by any of the following:

c. Any member of the household or a guest damages the dwelling unit or premises (damages beyond ordinary wear and tear) except that a victim of domestic violence or stalking will not be held responsible for damages that are caused due to domestic violence or stalking by a household member or guest.

§13.2. INTERIM REEXAMINATIONS

C. Family break-up

In circumstances of a family break-up, the SFHA will make a determination of which family member will retain the voucher, taking into consideration the following factors:

4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household—If a family break-up is due to domestic violence or stalking, the voucher will go to the adult who is the victim of the domestic violence or stalking, or who has custody of the victim of the domestic violence or stalking.

§22.4 FAMILY BREAK-UPS

The family must notify the SFHA in writing, within 14 days of the action causing the break-up and request a determination of the assignment of the assistance. The SFHA may schedule a meeting with the family members to discuss the assignment, except that SFHA will not require family members who have been victims of domestic violence or stalking to be in a meeting at the same time with the perpetrator of the domestic violence or stalking.

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§22.5 SPLIT HOUSEHOLDS PRIOR TO VOUCHER ISSUANCE

An applicant's certification regarding domestic violence shall be sufficient to verify domestic violence.

ADMISSIONS PROCESS - Policy Proposed by SFHA

Elimination of Entire Preference System. In SFHA's draft changes to Sections IV.F, IV.G and VI of the ACOP, SFHA had indicated that it intends to delete all of its local preferences and the associated preference points. This change would violate California state law governing SFHA and goes against HUD policy guidelines and the public policy that has encouraged the development of the preference system. The elimination of the preference system would be a reversal of SFHA policy developed over many years, and would be a giant step backward in SFHA's efforts to meet the identified housing needs of San Francisco.

Preferences Required by State Law

Section 34322.2 of the California Health and Safety Code, which governs all housing authorities in the State of California, states:

Each authority shall adopt and promulgate regulations establishing a plan for selection of application to assure equal opportunity and nondiscrimination on grounds of race, color, or national origin. The plan shall include standards of eligibility, procedures for prompt notification of eligibility or disqualification, and procedures for maintaining a waiting list of eligible applicants for whom vacancies are not immediately available. Eligible applicants shall be offered available vacancies in order of application, subject to the following:

- (a) Preference categories shall be establishing to give priority to persons displaced by public or private action.
- (b) Priority shall be given within each preference category to families of veterans and servicemen.
- ... (Cal. Health & Safety Code § 34322.2 (emphasis added)).

Therefore, based on California law, the housing authority may not eliminate the preferences it has established for the families of veterans and those displaced by public or private action (including natural disasters, government action, owner action, hate crimes, unit inaccessibility, domestic violence, physical violence, and displacement to avoid reprisals). Regardless of the leeway provided by HUD or the federal government, a California housing authority does not have the option of eliminating its preferences for the displaced or veterans' families.

Preferences Embodied in Federal Regulations

The federal regulations that govern HUD and SFHA encourage several types of preferences in order further national housing law policy and other objectives of federal legislation. Preferences

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that stem directly from these federal law sources include SFHA's current preferences for working families, victims of domestic violence, and homeless, disabled or elderly persons.

Section 960.206(b) of Title 24 of the Code of Federal Regulations explicitly gives SFHA authority to adopt certain preferences:

- (2) Preference for working families. The PHA may adopt a preference for admission of working families (families where the head, spouse, or sole member, is employed). However, an applicant must be given the benefit of the working family preference if the head and spouse, or sole member is age 62 or older, or is a person with disabilities.
- (3) Preference for person with disabilities. The PHA may adopt a preference for admission of families that include a person with disabilities. However, the PHA may not adopt a preference for persons with a specific disability.
- (4) Preference for victims of domestic violence. The PHA should consider whether to adopt a local preference for admission of families that include victims of domestic violence.
- (5) Preference for single persons who are elderly, displaced, homeless or a person with disabilities. The PHA may adopt a preference for admission of single persons who are age 62 or older, displaced, homeless, or persons with disabilities over other single persons.

24 CFR 960.202(b). SFHA had included all of these preferences in its most recent ACOP as a means of achieving its stated policy goals. Presumably the goals remain in place, and yet the housing authority intends to junk the preference system in its entirety.

While the use of preferences is optional under HUD regulations, they are one means of meeting required federal goals. A housing authority that chooses not to use preferences must put forth an alternative means for satisfying those goals. For example, the HUD Public Housing Occupancy Guidebook (June 2003) ("Guidebook") says this about the preferences related to deconcentration of poverty and low-income targeting:

If a PHA does not opt to adopt preferences that will achieve these Congressionally mandated goals, the PHA must still ensure that at least 40 percent of annual admissions are extremely low-income families and that families with appropriate incomes are assigned to sites that need deconcentration

Guidebook, p. 34. The housing authority's elimination of the preference system by simply striking out all ACOP provisions relating to preferences without any attempt to fashion a replacement strategy for addressing housing needs plainly violates HUD policy and goes beyond the discretion granted to the housing authority in fashioning its annual plan.

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Additional Support for Working Families and Domestic Violence Preferences

1. Working Families' Preference

In regard to working families, the preference is strongly encouraged by other federal regulations and the objective of the deconcentration of poverty. HUD regulations mandate that each "PHA shall establish and adopt written policies for admission of tenants [that] **shall provide for and include** . . . [d]econcentration of poverty and income-mixing in accordance with PHA Plan regulations (see 24 CFR part 903)." 24 CFR 960.202 (emphasis added). Another regulation sets forth the following question and answers:

With respect to admissions, what must a PHA do to deconcentrate poverty in its developments and comply with fair housing requirements?

(a) General. The PHA's admission policy includes the PHA's policy designed to promote deconcentration of poverty and income mixing in accordance with section 16(a)(3)(B) of the 1937 Act (42 U.S.C. 1437n), which is submitted to HUD as part of the PHA Annual Plan process. Deconcentration of poverty and income mixing is promoted by a policy that provides for bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

24 CFR 903.2(a). This section of the regulations also specifically states that "[e]stablishing a preference for admission of working families" is an appropriate action for an SFHA to take in order to further deconcentration.

In light of these federal regulations, SFHA's preference for working families is not simply an option to be discarded at will, but a federally-sanctioned approach to meeting a national policy goal SFHA is bound to follow. If it attempts to do away with this preference, then SFHA must answer the question of how it will achieve a policy that includes bringing higher income tenants into lower income developments.

2. Domestic Violence Victims' Preference

The language regarding the domestic violence preference in 24 CFR 960.202(b) is stronger than the language regarding other preferences, in that a housing authority "should consider" adopting this preference. The reason is obvious, and SFHA has embodied it in the most recent ACOP with a citation to the Quality Housing and Work Responsibility Act of 1998, which states:

It is the sense of Congress that, each public housing agency involved in the selection of eligible families for assistance under the United States Housing Act of 1937 (including residency in public housing and tenant based assistance under Section 8 of such Act) should, consistent with the public housing agency plan of the agency, consider preferences for individuals who are victims of domestic violence.

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QHWRA Sec. 514(e). HUD incorporated this legislative statement in its Public Housing Occupancy Guidebook, and "strongly encourages PHAs to meet this challenge." *Guidebook*, p.216. The Guidebook also states that "[a]llowing preferences for victims of domestic violence creates alternatives for assisting those who may otherwise remain in an abusive situation or become homeless because of the need to flee the abuse." *Guidebook*, p. 217.

SFHA has rightly attempted to meet the challenge laid down by HUD and federal law (not to mention the challenge of domestic violence itself) by including a preference for victims of domestic violence in its admissions policy. SFHA should not now turn its back on these victims and reverse the essential advances that have been made in federal law for their protection.

Low income domestic violence survivors in San Francisco are in particular need of a preference in public housing because the market rate housing in San Francisco is so unaffordable for low income persons. Survivors needing new housing to escape an abusive relationship are often forced to choose between remaining with an abusive partner or being homeless with their children.

Current Preferences Address the Housing Needs of San Francisco

In its 2006 PHA Plan, SFHA identified the housing needs of San Francisco and set forth specific actions it would take to address those needs. Those actions included SFHA preferences. Unless the housing needs of San Francisco have changed dramatically, the housing authority should only phase out a preference if it can identify an alternative action that will address the housing needs SFHA itself has identified.

For example, in addressing the needs of the 66,768 families living at or below 30% of the Area Median Income in San Francisco, SFHA identified "admissions preferences aimed at families with economic hardships" as one part of its strategy. SFHA 2006 PHA Plan, pp. 7, 11. For the 46,178 families between 30% and 50% of the AMI, SFHA stated that it would "[e]mploy admissions preferences aimed at families who are working." SFHA 2006 PHA Plan, pp. 7, 11. Both of these groups remain in need, and SFHA will have undercut its own efforts to target needy groups if it eliminates its preference system without replacing with a strategy that is equally specific and effective.

<u>ADMISSIONS PROCESS - Other Needed Provisions</u>

1. **Retain All Current Preferences.** As noted above, all of the current SFHA preferences have their roots in state law or federal regulation, and affirmatively further SFHA's efforts to address San Francisco's housing needs. SFHA has not identified any alternative to the preference system, and the need for these preferences remains acute. Therefore, we ask that SFHA include the current admissions preferences *in toto* in its new ACOP.

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Revise Admissions Application to Reflect Preference System. At the end of March of this year, SFHA issued a new application for admission to public housing. The new application substantially altered the questions relating to preferences, despite the fact that no changes to the preference system had been made. Bay Area Legal Aid objected to this form at the time, in a letter dated April 7, 2008, which is attached to these comments as Exhibit A. We reiterate the comments made in the letter, and ask SFHA to create a new form in conjunction with its annual plan process.

SITE BASED WAITING LIST -Policy Proposed by SFHA

Without specific language to be incorporated into the ACOP surrounding such a change in policy, it is difficult for Bay Legal or other interested groups to make meaningful comments on such a proposed change. The general language sent out by the SFHA regarding this suggested policy change, however, raises serious concerns about potential violations of fair housing and civil rights laws.

Even if drafted in accordance with the above-mentioned regulations, practically, site based waiting lists would create a logistical jumble that could become a serious impediment to needy families entering into or transferring between public housing units. Bay Legal is well aware of the short comings of the SHFA's centralized waiting list system as it is currently managed, however, there is no evidence that a decentralized system of waitlists would provide a more standardized and efficient means of getting SFHA families into safe, appropriate housing. Unresolved issues include:

- How would a site-based waiting list system reduce vacant unit turnaround time?
- How will this affect families already on the current, centralized wait list? Will they have some priority in placing their names on the new site-based lists?
- Will families be allowed to be on more than one site-based waiting list at a time?
- Is there a limit to how many site-based waitlists a family can be on?
- How will individual families be made aware of and familiar with the different sites so that they are not inadvertently excluded from applying to a given location?
- Will families be expected to travel to each site at which they wish to be on a waitlist, or will all applications be out of the centralized 440 Turk office?
- How will each individualized site-based list accommodate and comply with fair housing and civil rights law?
- Will each site maintain its own transfer waitlist? Will there be multiple transfer waitlists of differing priorities at each site? How will these transfer lists interact with the site-based waiting list for admission?
- Will the size of the waitlist at a given site affect the priority with which units at said site are rehabbed and made available?

Having families on multiple lists at various sites presents practical problems; as a family gets pulled of a list and into a given site, how will the other sites be notified in a timely matter to remove them from the list? This will require continued, centralized management and oversight of each of the individual lists. Similarly, in order to make application to multiple waitlists feasible

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for all potential public housing tenants, a centralized application process is still necessary; families, many with disabled members or other mobility and transportation restrictions, cannot be expected to travel to multiple sites in order have their names on a realistic number of waiting lists.

Until more information is provided, Bay Legal cannot make informed or complete comments on this proposed policy. The basic premise of a decentralized wait list system, however, appears to present the potential for greater exclusion and bureaucratic confusion than an efficiently run, centralized waitlist process. The SFHA has indicated its intention to have this site-based policy approved by HUD. Bay Legal and other interested parties should be kept apprised at each step of this application process. The SFHA should share with these organizations all proposals and justifications provided to HUD around this proposed policy change so that these various constituent groups, including Bay Legal, can make meaningful comments as the potential policy is shaped.

DESIGNATED HOUSING -Policy Proposed by SFHA

Again, without specific language to be incorporated into the ACOP and the actual guidelines and criteria the SFHA will be using in designating individuals and housing stock, it is difficult for Bay Legal or other interested parties to make meaningful comments on such a proposed policy. The general language sent out by the SFHA regarding this proposed policy change also raises serious concerns about potential violations of fair housing and civil rights laws.

Even if drafted in accordance with the above-mentioned regulations, as a practical matter, such a specialized designation of more housing stock may serve to further constrict the units available for other public housing tenants. Greater information is needed before full comments can be made, and as with the site-based waiting list proposal, Bay Legal asks that all interested parties be involved at each step as the SFHA submits its plans for this designated housing policy to HUD.

SFHA LEASE²

The following provisions of the revised SFHA lease present concerns:

Page 2, Paragraph (C)

Proposed Change:

"The term "person under Tenant's control" shall mean a person other than a guest who enters the Development at the invitation of Tenant, a Household Member or a guest."

Comment:

The lease provision states that a "person under a tenant's control" may be someone invited onto the property by a tenant's guest; this conflicts with the regulatory definition:

² This section was drafted by and submitted in conjunction with the National Housing Law Project (NHLP). NHLP will also be submitting its additional comments under separate cover.

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"Other person under the tenant's control, for the purposes of the definition of covered person and for parts 5, 882, 966, and 982 means that the person, although not staying as a guest (as defined in this section) in the unit, is, or was at the time of the activity in question, on the premises (as premises is defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control." 24 C.F.R. §5.100; 24 C.F.R. §966.2 (emphasis in original).

The definition in the lease is not authorized by statute or regulation and thus the last section, "or a guest," should be stricken from the definition of "person under Tenant's control."

Page 2, Paragraph (C)

Proposed Change:

"Tenant shall assure that no person other than a Household Member as defined in Section 4A uses the Residence as an address or as a "mail drop." Use of the Residence as a mail drop by any person other than a Household Member is considered a material breach of the Lease and could result in termination of this Lease."

Comment:

This new lease language has replaced the portion of this clause requiring the tenant "knowingly permit" a person to use their residence as a mail drop in order for it to be a material breach of the lease with a tenant "shall assure" that no other person use the residence as a mail drop. This deletion has the potential to cause a number of problems.

First, by striking the requirement for knowledge, this clause allows termination where a tenant has never even received mail at their residence that is addressed to another person. This is often seen where a person who is not a household member lists the tenant's address on a form or on a police report, but no mail has actually been sent. This language would make the tenant liable for that person's use of the address, without ever having had knowledge of it.

Second, it may be difficult for a tenant to "assure" that no non-household member use the residence as a mail drop. A tenant may only have limited control over another person's use of the address.

Third, automatically making this violation a material breach of the lease would punish families who may have a temporarily absent member using the address. This includes members of the military who are taken off of the household composition while on duty or children who are attending school elsewhere.

This section should not be changed: the lease should continue to state that a person may not "knowingly permit" anyone other than a household member to use the residence as a mail drop. It should also include exceptions for certain non-household family members.

Page 2, Paragraph (D)

Proposed Change:

"Tenant, and Household Members, shall not have any guest who is a parolee or a probationer, a registered sex offender, or has been convicted for the manufacture or production of

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methamphetamines, unless Tenant notifies the SFHA at least one business day in advance of the arrival of the guest onto SFHA property or to the Residence. In giving notice, the Tenant or Household Members must contact the manager for the Development, and must provide the SFHA with the full name of the guest and information sufficient for the SFHA to take reasonable precaution to protect other residents, including providing information regarding the underlying basis for the guest being a parolee, or probationer, registered sex offender, or convicted for methamphetamine cranial activity."

Comment:

Federal law states, that a PHA may "(6) provide that any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or any drug-related criminal activity on or off such premises, engaged in by a public housing tenant, any member of the tenant's household, or any guest or other person under the tenant's control, shall be cause for termination of tenancy. . ." 42 U.S.C. §1437d(l)(6). This provision seeks to make tenants liable for the actions of their guests that may harm other residents. This section goes beyond the statutory authority by requiring tenants to be responsible for tenants who are on probation or parole for any reason, whether or not they actually involved in any violation of law.

Furthermore, in order for the tenant to have responsibility for their guest's criminal history, the tenant should have knowledge of the violations and that the guest must commit some violation on the premise. We recommend that this section should at minimum state that a "Tenant, and Household members, shall not knowingly have any guest who is a parolee or probationer. .."

This section is unclear on what kind of guests it refers to – overnight or not. If the section refers to all guests, it is unreasonable to require one day advance notice of any guest who is a parolee, probationer, registered sex offender, or has been convicted of methamphetamine production. In such a situation, a tenant may often not have enough notice to be able to inform the property manager of the guest's arrival. If this section is meant to refer to overnight guests, then it should clarify the language.

Finally, requiring a tenant or household member to reveal the underlying basis for the guest being a parolee or probationer is a violation of privacy. See e.g. Atkisson v. Kern Cnty. Hous. Auth., 59 Cal. App.3d 89 (1976).

Pet Policies Page 9

Proposed Change:

"Pets are forbidden on SFHA property without prior written approval of the SFHA or unless allowed by State or Federal law. Tenant and Household Members shall not allow any pet, dog, cat, ferret, bird, or other animal in or around the Residence, or anywhere on SFHA property, even temporarily or with a visiting guest, without SFHA's prior written consent, excepting guide, service or signal animals."

Comment:

SFHA's pet policy, as written in the lease, forbids all pets without prior written approval. This language is written too narrowly to be in compliance with federal law, which states:

(a) Ownership conditions

A resident of a dwelling unit in public housing (as such term is defined in subsection (c) of this section) may own 1 or more common household pets or have 1 or more common

Comments to SFHA's 2008-09 Annual Plan, ACOP, Section 8 Administrative Plan July 14, 2008 Page 19 of 19

household pets present in the dwelling unit of such resident, subject to the reasonable requirements of the public housing agency, if the resident maintains each pet responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established in the public housing agency plan for the agency.

42 U.S.C. §1437z--3.

Moreover, California law prohibits a PHA from making any rule that prevents an elderly tenant or one who needs supportive services from having not more than two pets. The state law, like federal law, allows reasonable restrictions. CAL. HEALTH & SAFETY CODE §19901.

The blanket restriction on pets, absent written approval or disability-related needs, is an unreasonable restriction on pets. Restrictions based on type or numbers of animals are considered reasonable. 42 U.S.C. §1437z—3(b). Compliance with animal cruelty laws and restrictions based on health hazards or threat and nuisance are also allowed under California law.

CAL. HEALTH & SAFETY CODE §19901. The lease pet policy section should more clearly reflect state and federal law, which allow tenants to have pets. To do this, SFHA should change this section to read that a family may have one pet, and for elderly families, two pets. People with disabilities who need an assistance animal are exempt from the pet policies.

SFHA should make clear that, in addition to service animals, companion (emotional support) animals for people with disabilities are also exempt from pet policies. *See Majors v. Hous. Auth. of the County of DeKalb*, 652 F.2d 454 (5th Cir. 1981).

For either a service or emotional support animal, the PHA may not charge an additional security deposit. *See* Occupancy Requirements of Subsidized Multifamily Housing Programs, HUD, No. 4350.3, 6-10.; *HUD v. Purkett*, FH-FL 19,372 (HUDALJ July 31, 1990).

Thank you for the opportunity to submit comments.

Sincerely,

Caneel Fraser Staff Attorney Bay Area Legal Aid 50 Fell Street, 1st Floor San Francisco, CA 94102 (415) 354-6344 cfraser@baylegal.org July 14, 2008

Belinda Jeffries, Office of Fair Housing San Francisco Housing Authority 1251 Turk Street, First Floor San Francisco, CA 94115

RE: Update to Comments to San Francisco Housing Authority's 2008-09 Annual Plan, ACOP

Dear Ms. Jeffries:

On May 15, 2008, the same date as the Housing Authority provided as a deadline for submitting comments to its Annual Plan and ACOP revisions, SFHA distributed revised language for the ACOP. The comments that Bay Area Legal Aid ("Bay Legal") previously submitted did not include our comments on the very latest proposed changes. This letter contains our comments on these newest changes (which, we note, were not provided to us with adequate time to comment, pursuant to federal regulations on the Annual Plan process.) To the extent the new policies contain language already commented on previously, we have not restated those comments.

TRANSFER POLICY

The new transfer policy creates a new category, and replaces "priority transfers" with "law enforcement/emergency transfers." These transfers require documentation and confirmation by "SFHA legal and SFPD Commander assigned to SFHA." Requiring that every transfer be confirmed by the SFPD Commander assigned to SFHA is problematic, as until recently there did not even exist the position of "SFPD Commander assigned to SFHA," and given budgetary issues at SFHA and the City of San Francisco, there is no guarantee this position will exist in the future. SFHA should not include in its own policy a review mechanism that is not under the control of SFHA, as an outside employee like an SFPD commander would be. Furthermore, not all domestic violence survivors or other crime victims may have called the police, and they should not be precluded from applying for transfers if they have other documentation of the incident(s) which are putting their life or safety at risk.

Under the "Domestic Violence" category, SFHA lists several bulleted items. It is completely unclear whether a transfer applicant in this category must meet all of these provisions, or only one. If they are required to meet all of them, SFHA has imposed an impossible standard to meet, as some of the requirements cannot both be true at the same time (i.e. that an applicant lives in a house with an abusive person or that an applicant lives in a transitional shelter.).

Furthermore, the individual provisions create unnecessary burdens for domestic violence survivors, and are inconsistent with SFHA's Violence Against Women policy. The first two provisions requires that a person have a police report to the domestic violence. Not all abuse survivors report violence to the police. They may have legitimate safety or other concerns about

Comments to SFHA's 2008-09 Annual Plan, ACOP, Section 8 Administrative Plan July 14, 2008 Page 2 of 2

not reporting the violence to the police, but this does not mean that the violence has not occurred, or that they may not have alternate means of documentation. This policy should follow the provisions for documenting domestic violence that are described in SFHA's Violence Against Women Act policy. The third provision requires documentation by a police report or a restraining order. Again, not all domestic violence survivors may want or be able to obtain a restraining order. For example, if they do not know where their abuser is living, they will not be able to obtain a restraining order since they will be unable to effectuate service. The fourth provision which refers to a restraining order that states that the abuser will not continue to live with the family. Restraining orders usually contain stay away orders and sometimes residence exclusion orders, but if an abuser has not lived in the unit, then the order will not contain a residence exclusion order, so the language required by the policy would not be present.

We noted in our earlier comments SFHA's exclusion of sexual orientation from the list of hate crime victim. Not only is this a violation of the California Fair Employment and Housing Act (which prohibits housing discrimination on the basis of sexual orientation), but as the recent California Supreme Court gay marriage case made clear, providing different terms and conditions for housing on the basis of sexual orientation is a violation of our state constitution.

Thank you for the opportunity to submit comments.

Sincerely,

Caneel Fraser Staff Attorney Bay Area Legal Aid 50 Fell Street, 1st Floor San Francisco, CA 94102 (415) 354-6344 cfraser@baylegal.org July 14, 2008

Belinda Jeffries, Office of Fair Housing San Francisco Housing Authority 1251 Turk Street, First Floor San Francisco, CA 94115

RE: Comments to San Francisco Housing Authority's 2008-09 Annual Plan, ACOP

Dear Ms. Jeffries:

The National Housing Law Project submits the following comments in connection with the San Francisco Housing Authority's (SFHA) proposed Annual Plan for Fiscal Year 2009, including comments on the Section 8 Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP).

The National Housing Law Project (NHLP) is a national housing law and advocacy center that provides legal assistance, advocacy advice and housing expertise to legal services and other attorneys, low-income housing advocacy groups, and others who serve the poor. We submit these comments in the hope that they will facilitate a continued dialogue with SFHA and assist the agency in administering its housing programs in a manner consistent with its mission of promoting adequate and affordable housing.

Our comments on the Annual Plan focus on the following areas: 1) Voucher policies; 2) voucher utilization; and 3) reasonable accommodations. We welcome meeting with SFHA to respond to any questions or concerns that the agency may have with regard to our comments.

Voucher Administrative Plan Section 2.3.I, Interest in the Unit, page 16

The proposed change to the Administrative Plan states that the owner cannot live in the assisted unit. We are aware of the potential concern that there may be a conflict if an owner ineligible for the voucher unit resides in the unit and that the voucher for most participants is a rental program. Nevertheless, this section should be modified to state that there may be an exception as a reasonable accommodation. In addition, there should be an exception for shared housing and for group housing. It is important that these other types of housing be permitted with the Housing Choice Voucher Program, especially if SFHA is going to adopt a policy of requiring certain applicants to rent up for a year in San Francisco prior to being allowed to port to another jurisdiction. We believe that it will be very difficult for some families to rent

up in San Francisco and that every housing option should be available to families to ensure that families who receive vouchers are able to use them in San Francisco.

Administrative Plan

Section 6.3, Issuance Of Voucher; Request For Approval Of Tenancy, Section 8.0 Portability, 8.1 General Policies Of The SFHA, Pages 49 and 58

The change to the Administrative Plan proposes to require initial participants in the voucher program to lease up for the first 12 months in San Francisco. The SFHA may not generally impose such a requirement for all applicants. A key element of the voucher program is that tenants may move and use the voucher in other jurisdictions. There is a single and very narrow exception to the general right of families to take their vouchers and move to other jurisdictions, i.e. to port their voucher. This narrow exception is for "any family not living within the jurisdiction of the public housing agency at the time the family applies for assistance from the agency..." 42 U.S.C. § 1437f(r)(B)(i) and 24 C.F.R. § 982.353(c). In that event, the public housing agency may require the applicant to live in the jurisdiction for 12 months. The implementing regulations state that the exception applies only if at the time of application neither the head of household or spouse had a domicile in the jurisdiction of the public housing agency that issues the voucher. The purpose of this provision is to prevent tenants from shopping for vouchers, applying in jurisdictions with the shortest waiting lists and having no intention to reside in the jurisdiction and no contact with the jurisdiction.

The rule proposed by SFHA is too broad. It applies to all applicants regardless of whether the family resided in San Francisco when it made application for the voucher. The denial of the right to port may only be made applicable to applicants who were not residents of San Francisco at the time that they made their application. The proposed amendment to the Administrative Plan, if adopted, must be revised to comply with the statute and the regulations. The better rule would be to not change the current policy and therefore not adopt a requirement that applicants who did not reside in San Francisco at the time that they made application to SFHA must reside in San Francisco for a year before they may port to another jurisdiction. Absent such a policy, an exception to the no portability for applicants who were not residents at the time of application also should be provided to families who want to port because of self sufficiency reasons such as job, job training or educational opportunities.

Administrative Plan

Sections 25.0—25.2, Disaster Housing Assistance Program, Page 163

The proposed changes to the Administrative Plan state that a family may be terminated from DHAP for failure to meet their family obligations or case management obligations. A family may be terminated for failure to establish and actively comply with an Independent Development Plan (IDP) or if the head of household misses three consecutive contact attempts. The term IDP is not defined in the Administrative Plan. Please provide a definition of the term or provide a cross

reference to where the term is used elsewhere. It appears that the reference to an IDP may be in response to the requirement that a DHAP "family must participate in the required case management services provided by the PHA." PIH 2007-26, page 19. Is that assumption correct? Because the DHAP program is a new program and all of the federal guidance and rules for the program are contained in HUD Notices, the rules adopted by the SFHA should cross reference the applicable HUD Notices, such as PIH 2008-21 and PIH 2007-26 and 2007-31. Such a cross reference will assist SFHA staff, DHAP recipients and housing advocates.

The proposed plan also states that contacts missed due to a legitimate family emergency will be excused. The rules should also state a family may be excused as a reasonable accommodation.

II. Voucher Utilization

We are aware of the fact that the SFHA is concerned about the fully using all available vouchers. We too share that concern. The information that we have from the Center on Budget and Policy Priorities (CBPP) shows that SFHA had an annual utilization rate of 95% in 2007, which meant that 348 available vouchers were not used in 2007. A copy of the CBPP data is attached. It is very important that SFHA make every possible effort to fully use all available vouchers in 2008. This calendar year may be the last calendar year that SFHA, and all other PHAs nationwide, have in hand sufficient funds to fully use all authorized vouchers. In the succeeding years, it is anticipated that public housing agencies will receive funding for vouchers in use, which may be less than the authorized level, and may use reserves, which may be capped at 7% to pay for other vouchers up to the authorized level.

What is SFHA doing to fully use all available vouchers in 2008? What is the current annualized utilization rate? Does SFHA anticipate that it will be able to use on an annualized basis more than 95% of its authorized vouchers in 2008? Is SFHA project-basing the maximum number of vouchers? If SFHA needs more staff to fully use available vouchers, has it made its needs known to the City and requested funds to assist with the temporary needs? Other public housing agencies in the state have received funds from local government to assist with fully using available vouchers. Is SFHA carefully reviewing proposed terminations of vouchers to maximize work out agreements and thereby minimize terminations? Fewer terminations should result in a higher utilization rate, assuming that applicants are able to continue to lease up at the prior levels.

III. Reasonable Accommodations
Administrative Plan
Section 1.2 Reasonable Accommodations

We commend SFHA for including a policy on reasonable accommodation. We suggest that the policy regarding how reasonable accommodation requests are handled be fleshed out more. More specifically, this section should include how SFHA will verify accommodation requests and the procedure for granting/denying the request.

Verifications

The HUD/DOJ statement instructs that there are three different situations that may occur with regard to verification.

First, if a person's disability is obvious or known, and the need for the requested accommodation is known, the PHA should not ask for any more information. Second, if the disability is known or obvious, but the need for the accommodation is not readily apparent, then the PHA should ask for only information necessary to evaluate the need for the accommodation. Third, if neither the disability nor the need for the accommodation is readily apparent, the PHA should ask for verification of both the disability and the need for the accommodation. Thus, SFHA should make clear that verification is not needed if a disability is obvious. The HUD/DOJ Statement, on page 13, gives the following examples:

"Example 1: An applicant with an obvious mobility impairment who regularly uses a walker to move around asks her housing provider to assign her a parking space near the entrance to the building instead of a space located in another part of the parking lot. Since the physical disability (i.e., difficulty walking) and the disability-related need for the requested accommodation are both readily apparent, the provider may not require the applicant to provide any additional information about her disability or the need for the requested accommodation.

Example 2: A rental applicant who uses a wheelchair advises a housing provider that he wishes to keep an assistance dog in his unit even though the provider has a "no pets" policy. The applicant's disability is readily apparent but the need for an assistance animal is not obvious to the provider. The housing provider may ask the applicant to provide information about the disability-related need for the dog.

Example 3: An applicant with an obvious vision impairment requests that the leasing agent provide assistance to her in filling out the rental application form as a reasonable accommodation because of her disability. The housing provider may not require the applicant to document the existence of her vision impairment."

If the participant's disability is not apparent, then verification will be necessary. This may be done in different ways. First, in some cases, the PHA should allow the individual to self-certify. For example, an applicant/participant may provide proof of SSI (if younger than 62) or SSDI benefits in order to certify.

The HUD/DOJ statement also states that "a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability" may provide verification.

Denials

While it is important that SFHA provide for appeal if a reasonable accommodation is denied, the housing authority's obligation does not end there. If it denies the request because it finds it unreasonable, it must suggest an alternative accommodation that it does

find reasonable. This step should be inserted into the reasonable accommodation request policy.

Timing

SFHA should specify a concrete time frame within which it will respond to reasonable accommodation requests.

Administrative Plan

Section 6.7 Ineligible/Eligible Housing, Page 53

This section lists the type of housing which is ineligible for voucher use, including special housing such as congregate housing, group homes, shared housing, etc. SFHA should insert a clause stating that a participant my request a reasonable accommodation to these rules.

Administrative Plan

Section 11.4.1 Setting the Payment Standard, Page 81

This section should insert a section on requesting an exception payment standard as a reasonable accommodation. 24 C.F.R. §982.505(d). This is directly affected by HUD's recent Notice PIH 2008-13, issued on March 10, 2008, entitled "Requests for Exception Payment Standards for Persons with Disabilities as a Reasonable Accommodation." The notice details the process for making this type of accommodation request. As before, the housing authority may approve any increase in payment standard up to 110% without requesting a waiver. The notice also provides that the HUD Field Office Public Housing Director can approve an increase in the payment standard that falls between 110-120%. For increases above 120%, the housing authority must request a waiver from HUD headquarters.

Because of confusion regarding the extent of documentation required for an exception to the payment standard, the HUD notice provides detailed guidance. The PHA should include "A.) a statement from a health care provider regarding the nature of the disabled person's disability/ies and the features of the unit (which may include its location) which meet that persons needs; B.) the contract rent and utility allowance for the unit; C.) a statement from the PHA that it has determined the rent for the unit is reasonable, and that the unit has the feature/s required to meet the needs of the person with disabilities as noted in the statement from the health care provider; D.) the household's monthly adjusted income; E.) the FMR for the unit size for which the family is eligible; F.) proposed effective date of the new lease or actual effective date of the lease renewal." This documentation does not require a probing analysis of the nature of the person's disability, but rather the nexus between the disability and the necessity of the features of the unit.

Also, once the exception payment standard is in effect, it does not have to be re-verified unless a still higher exception payment standard is necessary. The higher payment standard may also be used for continued occupancy in a unit.

Administrative Plan

Section 15.2 Informal Review for the Applicant: Considering Circumstances

When determining whether or not to terminate voucher assistance to a family, the SFHA must consider whether or not a family member's disability is a mitigating factor relating to the action/inaction that led to the proposed termination and provide a reasonable accommodation if necessary. 24 CFR 982.552 (c)(2)(i). Currently this regulation is not reflected in this section. SFHA should insert a section that states it will consider disability as a mitigating circumstance and will provide a reasonable accommodation if it is necessary to allow the family to be in compliance with program requirements.

Admissions and Continued Occupancy Policy (ACOP)

Section I.B: Nondiscrimination and Accessibility: Addressing Barriers to Equal Housing Opportunities.

See Comments for Administrative Plan Section 1.2 Reasonable Accommodations. We urge SFHA to incorporate reasonable accommodation policies throughout its ACOP and are happy to provide sample language.

Admissions and Continued Occupancy Policy (ACOP)

Section XI:B: Utilities: Excess Utility Charges

In many cases, a person with disabilities will have higher utility costs due to various factors, including the use of medical equipment. HUD has recognized this issue and required that a housing authority provide a higher utility allowance where necessary as a reasonable accommodation. This section should reflect this requirement by inserting a clause stating that SFHA will approve a higher utility allowance as a reasonable accommodation.

CONCLUSION

Thank you for the opportunity to submit these comments. We look forward to discussing these issues with you in greater depth.

Sincerely,

Catherine Bishop Navneet Grewal National Housing Law Project 614 Grand Avenue Suite 320 Oakland, CA 94610 (510) 251-9400 Belinda Jeffries, Administrator Office of Fair Housing, SFHA 1251 Turk St., 1st floor San Francisco, CA 94115

Re: Objections to SFHA 2008 Policy Changes Proposed for ACOP and/or Annual Plan

Dear Ms. Jeffries:

The Community Alliance of Disability Advocates (CADA), a coalition of more than 20 agencies that advocate for persons with disabilities (PWD), has the following objections to SFHA's 2008 policy changes proposed in its ACOP and/or its Annual Plan.

Designated Housing (PHA Plan) -- The proposed designation of some SFHA elderly/disabled housing stock as "elderly only" is unacceptable without a corresponding 1:1 replacement of these units with affordable, accessible units (with eligibility requirements similar to those designated "elderly only") for non-elderly PWD. SFHA, with no such replacements in sight, will be taking units away from non-elderly PWD in SF at a time when the shortage of affordable, accessible housing for this population is getting worse, not better.

The most recent American Community Survey lists 9.7% of all civilians in SF aged 16-64 as having at least one disability. The 1999 <u>Olmstead</u> decision, which confirmed PWDs' right to live in the community rather than in institutions whenever possible, mandates removal of barriers to community living. This designation would create a barrier. More recent Administration efforts, such as the President's 2001 New Freedom Initiative and its corresponding Executive Order, follow this mandate.

<u>Transfer Policy (ACOP)</u>—SFHA's use of the phrase "life-threatening condition" as a qualifier for transfers requested by the tenant as a reasonable accommodation to the tenant's disability should be disallowed. These reasonable-accommodation transfers should remain in the Priority category without this qualifier.

The phrase "life-threatening" is nowhere found in any of the many Fair Housing laws setting forth a tenant's right to a reasonable accommodation. Requiring the disabled tenant to make this particular claim places an additional burden on the tenant attempting to assert civil rights (as well as on the health professional documenting the tenant's disability), creating (again, in opposition to <u>Olmstead</u>) an additional barrier to the tenant's community life.

Instead of using this phrase, and instead of titling this type of transfer "Emergency Medical and Disability Needs," SFHA should omit the "life-threatening" phrase, should use the title "Reasonable Accommodation" for this type of transfer, and should follow Fair Housing law without adding additional burdens, as HUD regulations direct.

CADA Objections to SFHA 2008 Policy Changes cont.

For example, HUD in 24 CFR 8.27, when outlining how accessible units should be assigned, says that a vacant accessible unit should be first given to a tenant in the unit's building needing that type of unit, then to a tenant in another building needing that type of unit, and then to a tenant on the waiting list needing that type of unit. The need for an accessible unit is not categorized in 24 CFR 8.27 as "life-threatening."

<u>Site-Based Waiting List (Annual Plan)</u>—A move to site-based waiting lists, when SFHA's housing stock varies so widely in its physical access and access to transportation, places an undue burden on PWD to ascertain each building's number of accessible units, general building accessibility, building safety, and even the safety, access and transportation features of surrounding terrain before choosing which lists to enter.

Under this system, accessible units at one building could "go begging" while PWD wait fruitlessly on the list for another building. The transfer process for reasonable accommodation would also become more cumbersome. Again, a site-based list program would create more barriers to community living for PWD.

Removal of Local Housing Preferences (ACOP)—Given PWDs' high incidence of Extremely Low Income households, coupled with the absence of private-sector affordable, accessible housing for this population and the need by many PWD to stay in the city for medical reasons, a longer wait for public housing has a disparately adverse effect on this population, leading to increased illness, increased disability and even death.

QHWRA gave PWD first-category applicant status, along with seniors and persons working at least 32 hours a week. Given the shortage of accessible housing, PWD should have some assurance that they will not have to give up this status to compete with applicants who have greater housing choices. Again, making the current list "first come, first served," especially retroactively, will create more barriers to PWD in their attempts to live in the community.

CADA and the entire disability community appreciate your attention to the Fair Housing implications of the proposed policy changes mentioned above.

Sincerely yours,

Herb Levine Executive Director, ILRCSF

Victoria Tedder Housing Advocate, ILRCSF May 15, 2008

San Francisco Housing Authority Attn: Belinda Jeffries San Francisco Housing Authority 1251 Turk St, First Floor San Francisco, CA 94115

RE: Comments to San Francisco Housing Authority's 2008-2009 Annual Plan and ACOP

To: The San Francisco Housing Authority

On behalf of the Safety Network, a citywide partnership of 12 community-based organizations that work to address public safety issues throughout San Francisco, I would like to submit the following comments as part of the 2008-2009 Annual Plan and ACOP.

In the past several years, Safety Network organizers have worked with low-income tenants and residents at West Side Courts, Robert B. Pitts, Hayes Valley North/South, Plaza East, Potrero Hill, Potrero Hill Terrace, Alemany, Holly Courts, Bernal Dwellings, North Beach Place, Alice Griffith, Sunnydale, Hunters Point, and Hunters View. Our organization believes people who are most affected by public safety issues, in this case SFHA residents, are the ones who are most capable of developing solutions. Our work is centered on the belief that public safety is a right not a privilege and that all people are entitled to feel safe in their homes, at work, and in their communities regardless of race, culture, or economic status. In collaboration with residents, we work to support capacity building activities and to advocate for and improve access to services on-site.

Through our direct experience working with residents at many different sites, we have often found that SFHA is unable to fulfill its mission "to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination" in many areas. We welcome this opportunity to provide feedback in the hopes that we can improve the lives of SFHA residents by working together.

Enclosed you will find specific comments on the following topics: safety, maintenance, resident services, and management/accountability. While these comments are made as part of the Annual Plan process, we believe that many of the issues raised relate to areas that are within SFHA's direct control and could be addressed immediately without additional funding.

Thank you for the opportunity to submit these comments and we look forward to working with the San Francisco Housing Authority to improve the lives of its residents.

Sincerely,

Quintin Mecke, MPA Program Director Safety Network Safety Network Comments to San Francisco Housing Authority's 2008-2009 Annual Plan and ACOP

Safety

- Increased lighting. Lighting is crucial to feeling safe and improved lighting in response to resident concerns is an important step to building good faith and improving safety for residents. There needs to be a plan to ensure maintenance of the lighting, and a quick response to reports of lights not functioning. This should be a priority for maintenance staff.
- Emergency transfers. When tenants have requested a transfer, there should be an assessment with the tenants as to which available units and sites would be safe, healthy and acceptable for them to live. If the availabilities don't offer a safe alternative to their current placement, tenants should not be penalized for refusing an unsafe placement.
 - Tenants who have been victims of violence, or fear for their safety should be permitted to submit "proof of violence," not only in the form of police reports but in letters from doctors, neighbors, family members or community based organizations.
- Wait list. The wait list system for new residents, as well as transfers within and between developments, needs to be revised. Disabled residents, willing to transfer within the development or between sites say that they have waited for fully accessible units for years. Residents also say their children have been waiting on the list for years to be notified of an opening and now they are adults. SFHA should actively contact list members with their ranking.
- Improved Coordination with SFPD and District Attorney's Office. We believe that the SFHA can better coordinate with public safety agencies to improve public safety conditions at SFHA sites. Safety Network helped start the Alemany Working Group -- an inter-agency working group involving the SFPD, DA's office, Mayor's Office, Rec. & Park, Alemany residents, and SFHA staff -- to address public safety concerns at Alemany. This has included increased foot patrols, new lighting, better tracking of arrests, temporary restraining orders, stay away orders, and quicker response times on maintenance problems. With leadership from SFHA, this model of interaction could be replicated at other SFHA sites throughout the city.

Maintenance

- Maintenance requests. There need to be language and time sensitive (for non-business hour needs) systems for effectively logging and responding to maintenance requests. For example, there have been major language barriers with the Cantonese and Spanish speaking population at West Side Courts that have not been addressed because they were intimidated or disrespected by the property management staff when trying to report issues. There should be a staff person with different language abilities that rotates between sites and offers to assist residents with the appropriate paperwork at their site.
- o Work order submission. At many sites, SFHA residents have reported to us that

they have called in work orders or reported them to the office only to find the SFHA has inaccurate record keeping. The responsibility then falls on the tenant to have recorded information regarding when they reported the issue. Their account of reporting is often called in to question. This ineffective cycle needs to end. SFHA should be required to log and provide a log upon request (via a carbon copy form or printout) to tenants, as well as develop a checklist for tenants to keep records in order. Providing on site computers to tenants for this purpose would be helpful.

- Site evaluations. There need to be regular formal (surveys) and informal (meetings, property manager site walk through) evaluations about physical repairs and safety: crumbling stairs, lead paint, mold & mildew, etc. We suggest residents be trained and employed to conduct these evaluations on a site and unit-by-unit basis. In the future, the results should be reported and readily available to residents for review.
- Inspections. Residents suggest there be a mechanism for the annual HUD
 inspection to also serve as a maintenance check in; with the results input into the
 work order system.
- Vacant units. Many SFHA sites throughout the city currently have vacant units.
 They should be maintained and turned over to new tenants much quicker than is currently happening.

Management & Accountability

- Resident input. Residents have expressed anxiety about finding out facts regarding their inclusion in the HOPESF rebuilding process. At West Side Courts, neither SFHA staff nor the developer has met to present plans to residents or get their input in the process. It is important to include residents in decisions made about their housing and living situations to ensure the plans are reflective of something residents support.
- Resident accommodation. Many SFHA residents have reported to SFHA staff that they wished to have their children removed from their leases but were not able to provide the type of proof of their child's residence required by SFHA. SFHA should make reasonable accommodation to residents who can prove via some form that their children no longer reside with them.
- Tenant representation. There should be tenant oversight of SFHA staff in the form of Resident Advisory Boards, a tenant on grievance hearing panels, and/or tenants on the SFHA Commission.
- Access to SFHA staff. Residents frequently complain that the voicemail of SFHA staff is full. Residents are entitled to access the staff, whether by modifying the message system or giving residents access to computers to email staff. The culture of respect and professionalism needs to change so residents feel that if they don't get a call back, they can file a complaint and action will be taken to keep the unprofessional staff member accountable.
- o **Communication with Tenants**. The burden of communication about tenant education, rights and responsibilities should not be on the tenants; it should be on the SFHA staff. Newsletters, emails, flyers, information in property management offices, or bulletin boards, should be updated regularly and in different languages.
- Right to organize. When residents are organizing -- for fulfillment of maintenance requests, programming ideas, more respectful treatment by SFHA staff or for resident input in site redevelopment -- the SFHA must recognize their rights to organize and cease to intimidate or retaliate against individuals.

Resident Services

- Access to community rooms. Working with residents at several sites, we have found it prohibitively difficult for residents or community partners to reserve the community room and then get it opened for use. There should be clear protocol posted on the doors of the community room or in the property management office about how to request use of the room and then how to get it opened for use at the time of the reservation. This should be a space easily accessible for residents to use free of charge, as it builds community and promotes positive and safe activities on site.
- Tenant Monitors. The system for selecting tenant monitors, as well as the process for reviewing their performance, is unclear. Many residents report not being notified of the opportunity to become a tenant monitor or give feedback on the performance of the current monitors. The responsibilities of the monitor, and protocol for recourse if those responsibilities are not filled, is also unclear.
- Tenant Associations. The Office of Fair Housing and Resident Relations staff is tasked with promoting and supporting tenant associations. At many sites, we have found that the elections needed more outreach and notification of residents and a more accessible and longer timeline for casting ballots. The staff needs to begin training and supporting the tenant associations earlier and with more frequency than has been done in the past. SFHA staff does not respond to voicemail in a timely fashion; there needs to be a clearer protocol regarding accountability and adherence to it.
- Coordinating with Partners. We support SFHA's goal of increased "coordination with City efforts and collaborations with other public and private entities," and hope that SFHA staff will be proactive about initiating these coordination efforts when potential partners ask to support residents.
- Resident Employment. We support SFHA's goals to "increase the number and percentage of employed" residents and to "provide or attract supportive services to improve assistance recipients' employability," but see a gap between that goal and promises broken by SFHA. For example, during a recent modernization effort at West Side Courts, residents were told they would be eligible to paint the site. A meeting was called and residents signed up to be employed on site. Residents were never called and the employment never materialized. There need to be both more opportunities for on-site training and employment for residents as well as accountable follow through on these opportunities.
- Improving Property Management. We understand the position of a Property Manager is an extremely difficult and often thankless job; however we believe that professional property management is crucial to the overall well being of SFHA housing developments. Separating the multiple roles that the on-site managers play and distributing responsibilities to other staff while better training and supporting staff might improve relations with tenants.
- Resident involvement. We believe some currently mandated processes for resident involvement are not being adhered to in spirit or actuality. Tenant's rights information, including information about grievance procedures as well as resources (such as legal help, rental assistance, etc.) should be made available on the SFHA website, in the SFHA newsletter, as well as in the property management office and a community bulletin board.

Agency Plan Resident Advisory Board Meeting Comment Sheet April 29, 2008

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Agency Plan Resident Advisory Board Meeting Comment Sheet April 29, 2008

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May, 15. 2008 4:21PM SEHA SECTION S [415]715-5991 CONCERNS FOR RAB 4/29/08 TEXARIE PXYE How can we know what the RAB can address it you never even tell us before the SFHA decides on its Changes? There is Too much time spent on home sounds ownership st was told that the layer meetings would be staggered - Section 8 in the morning one year, in the afternoon the next. When I brought this up to D. I is I want to be a staggered. this up to Pufus. he said "Section 8 Staff in beller with AM meetings this is not a "Staff" meeting, it is a "residents" meeting! We were told at the first meetings and there is have a note taken at future meetings and there is none, We want notes from these meetings and copies of those notes. We want another RAD meeting, at least one more additional besides the regular 4.

May. 15. 2008 4:22PM SFHA SECTION 8 [415]715-5991

No. 34

TERRRIE FRYE PACE 2.

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DIRECT DEPOSIT FOR LANDIDROS -

all landlords, part + present, should be, required to comply because it is lasier form a landlord to hele meome in form of a Check. Landlords who now rent to Section & terants Can be made to comply ligally I'm sure without them dropping out from renting to Section 8.

All these comments are in addition to my original comments from last week.

P.S. Personal greations at AAB could be elemenated if there was another type of forum for them during the year, and I don't meen the big meeting @ 1290 Fillmore when people are discouraged from asking them.

REPORT: HELPING TO RESHAPE THE SAN FRANCISCO HOUSING AUTHORITY MAY 2008

Housing Rights Committee of San Francisco and San Francisco Local Homeless Coordinating Board

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1. Summary of Issues, Solutions, and Pages for further details

No.	Issue	Solution	Page for more detail
1	Lack of Federal funding resulting in inadequate supply of housing to meet the need	Increased advocacy on a Federal level	6
2	Lack of rent collection and owing back rent lead to too many evictions	Create policy and practice that improves rent collection and prevents tenants from falling behind on rent and getting evicted	6-7
3	Lack of transparency of the SF Housing Authority	Resident outreach plans and marketing tools to be transparent about policies and practices	7
4	Lack of accountability of the SF Housing Authority	Increase accountability and oversight of the SFHA by working with local City departments, Housing Authority Commission, SF Board of Supervisors, and local HUD offices	8-9
5	Inadequate maintenance and conditions of units	Use City departments to do maintenance and repairs and have a simple and direct response system to report and check the status of repair requests	9-10
6	Inability for residents to transfer to safer living arrangements	Increase safety and security at SF Housing Authority developments, streamline the transfer process and work with other local Housing Authorities and the City to identify alternative affordable housing options and to coordinate transfers to safer areas	10
7	Poor access for people who have criminal backgrounds or special needs, including homelessness	Reinstate "homeless status" as a priority and expand local eligibility criteria. Utilize less restrictive eligibility criteria, when allowed by HUD, for those with criminal backgrounds.	11
8	Lack of opportunities for tenant input and participation and inadequate response to tenant's needs	Conduct a tenants' "Know Your Rights" education campaign and adopt a "supportive housing" model when possible	11-12
9	Lack of partnership between the Housing Authority, City departments and community agencies	Create partnerships with city agencies, departments and community groups and create institutional ways for a broad spectrum of stakeholders to get involved in the work of the SF Housing Authority	12-13
10.	Inability of section 8 voucher holders to utilize vouchers	Provide incentives and strengthen marketing to landlords to increase participation in program and enforce non-discrimination laws	13-14

II. BACKGROUND:

Various community stakeholders expressed concerns over current policies and practices of the San Francisco Housing Authority (SFHA) during several meetings of the San Francisco Local Homeless Coordinating Board (LHCB) Policy Committee. Many concerned community groups and individuals have been discussing and taking action on this issue for many years. The LHCB Policy Committee met on September 20, 2007 to discuss possible strategies in addressing the many issues community members had raised with regards to the SFHA.

Each year, the San Francisco Housing Authority is required by HUD to submit an annual plan describing their proposed policies for the Public Housing and Section 8 programs in the upcoming year. Prior to submitting their annual plan to HUD each July, they must have a public process that allows for public comment on any proposed changes. This annual planning process was identified by the LHCB Policy Committee, with guidance from the Housing Rights Committee of San Francisco, as the primary mechanism to give feedback to the SF Housing Authority. The decision was then made to organize a community process to gather input in preparation of a report for submission and inclusion in the 2008 SFHA Annual Plan.

Coincidentally, on September 27, 2007 Mayor Newsom created the San Francisco Housing Authority Transition Team in response to the resignation of former SFHA director, Greg Fortner, and appointed a new interim director. The "transition team" is comprised of department heads of various city agencies and has been described as a way to introduce more city involvement and oversight into the SFHA and as a vehicle for reform.

III. GENERAL COMMUNITY MEETING INFORMATION:

The Local Homeless Coordinating Board Policy Committee and the Housing Rights Committee of San Francisco hosted four large community meetings entitled "Helping to Reshape the San Francisco Housing Authority." The meetings were divided into four categories that outlined broad topics and concerns expressed by many in the community. The following were the topics and dates of the meetings:

- "Availability and Accessibility": December 3, 2007
- "Eviction Policies and Practices": January 7, 2008
- "Repairs, Conditions, and Vacant Units": January 23, 2008
- "Accountability": February 11, 2008

This brief report will outline the primary concerns and suggested solutions expressed at each community forum. The forums represent the voice of a diverse community of stakeholders who care deeply and are invested in the future of the San Francisco Housing Authority. Residents, community groups, non-profits, advocates, legal service agencies, policy makers, and service providers joined together to express concerns and offer solutions to problems.

IV. TOP TEN ISSUES:

- 1. Lack of Federal funding resulting in inadequate supply of housing to meet the need
- 2. Lack of rent collection and owing back rent lead to too many evictions
- 3. Lack of transparency of the SF Housing Authority
- 4. Lack of accountability of the SF Housing Authority
- 5. Inadequate maintenance and conditions of units
- 6. Inability for residents to transfer to safer living arrangements
- 7. Poor access for people who have criminal backgrounds or special needs, including homelessness.
- 8. Lack of opportunities for tenant input and participation and inadequate response to tenant's needs
- 9. Lack of partnership between the Housing Authority and City departments and community agencies
- 10. Inability of Section 8 voucher holders to utilize vouchers

V. TOP TEN SOLUTIONS:

- 1. Increased advocacy on a Federal level
- 2. Create policy and practice that improves rent collection and prevents tenants from falling behind on rent and getting evicted
- 3. Resident outreach plans and marketing tools to be transparent about policies and practices
- 4. Increase accountability and oversight of the SFHA by working with local City departments, Housing Authority Commission, SF Board of Supervisors, and local HUD offices
- 5. Use City departments to do maintenance and repairs and have a simple and direct response system to report and check the status of repair requests
- 6. Increase options and safety at SFHA sites and work with other local Housing Authorities to coordinate transfers to safer areas
- 7. Reinstate "homeless status" as a priority and expand local eligibility criteria. Utilize less restrictive eligibility criteria, when allowed by HUD, for those with criminal backgrounds.
- 8. Conduct a tenants' "Know Your Rights" education campaign and adopt a "supportive housing" model when possible
- 9. Create partnerships with city agencies, departments and community groups and create institutional ways for a broad spectrum of stakeholders to get involved in the work of the SF Housing Authority
- 10. Provide incentives and strengthen marketing to landlords to increase participation in program and enforce non-discrimination laws

VI. IN DEPTH ANALYSIS OF ISSUES AND SOLUTIONS:

#1. Issue: Lack of Federal funding resulting in inadequate supply of housing to meet the need.

Due to decades of HUD budget cuts at the Federal level, the SFHA does not have adequate funds for the development and preservation of affordable housing necessary to truly meet the needs of homeless and low-income residents in San Francisco.

The affordable housing currently available in San Francisco is inadequate to meet the need. In addition to an estimated 6,377 homeless people in San Francisco (Homeless Count 2007), the need is also demonstrated by the 29,235 households on the current SFHA public housing waitlist and the 21,110 households on the section 8 waitlist, for a combined total of 45,308 households who are eligible but without affordable housing. According to the National Low Income Housing Coalition, there is a deficit of 24,198 rental units, which are affordable to extremely low-income renters in San Francisco. 49% of extremely low-income renter households are spending more than 50% of their income on housing costs.

San Francisco already puts forth money from general city and state funds to meet some of the demand. While the local investment can always be greater, public housing programs have been the key responsibility of the federal government. Yet, Congress has drastically reduced its support for local housing authorities across the nation and the federal funds for affordable housing have significantly declined in the past decades. As the cost of living continues to increase in San Francisco, more federal funding for affordable housing must be provided.

#1. Solution: Increased advocacy on a Federal level.

The Housing Authority should work in partnership with San Francisco government officials to advocate for increased Federal Funding. It would also be effective to leverage local funding to get increased federal funds. Finally, with San Francisco's Representative Nancy Pelosi in the powerful position as Speaker of the House, San Francisco should request further support for our federally-subsidized housing from Speaker Pelosi.

#2. Issue: Lack of rent collection and owing back rent lead to too many evictions.

Non-payment of rent is one of the most common reasons for evictions occurring at the Housing Authority. In April 2008 alone, 1,500 14-day notices were issued, with each household owing an average of \$5,648. These residents are some of the most vulnerable in San Francisco and therefore many evicted tenants face homelessness as their only alternative. This becomes a costly situation for the person, the SFHA, the city and community service providers. Most residents must use rental assistance programs in order to remedy the problem and this puts an intense strain on the entire rental assistance system throughout San Francisco. Many of the back rent issues are due to miscalculations by the SFHA and therefore are not true representations of the real balance due. The process for learning of potential error and correcting it is complicated.

#2: Solution: Create policy and practice that improves rent collection and prevents tenants from falling behind on rent and getting evicted.

Improved property management practices are essential to an efficiently run housing program. Managers currently often do not properly record changes in income, which leads to incorrect charges for the tenant. The SFHA must improve property management practices so that rent collection will occur on time. Managers need to be trained in accurate record keeping and respectful tenant relations. Keeping accurate records of interactions and agreements with tenants are essential for being able to reference later, especially in light of the high turnover rate of managers within the SFHA.

Additional solutions suggested for this issue focus on intervening early and working openly with the client to prevent eviction. A system should be put in place within the SFHA and noted in the Admissions and Continued Occupancy Policies that addresses and resolves back rent issues early. Clients should be contacted when rent is late each month (i.e. 5 days after rent is due). Early intervention is done prior to the tenant falling far behind on rent (i.e. 9 months behind on rent). Clients should be notified of what back rent is owed no more than 3 months late and should be referred to an outside agency that would set up a realistic payment plan and make sure that all back rent charges are correct. Constant communication between SFHA and the tenant is necessary. The SFHA should send out monthly letters updating tenants on their status as well as referring them to agencies that will help with payment plans and financial assistance.

Appendix A reviews the additional memo on eviction policies of the SF Housing Authority prepared by the Housing Rights Committee, VLSP, EDC and Bay Area Legal Aid.

#3: Issue: Lack of transparency of the SF Housing Authority.

Many residents and other community members are concerned that the SFHA policies and procedures are unclear to the public, and that documentation and explanations are lacking or incomplete when enforcing policy. Often, each employee states a different policy and procedure for universal problems. This causes a lot of confusion for both the resident and advocates.

#3: Solution: Resident outreach plans and marketing tools to be transparent about policies and practices.

Reviews and audits of SFHA's current policies and procedures should be done by an independent outside entity. Policies should be written in a clear and simple manner. Once clear and correct policies are identified they should be made readily available to residents and community members. They should also be adopted universally and provided to all SFHA employees to ensure consistency.

In particular, improvements need to be made with application processes (eligibility and access), grievance procedures, and appeals. It is important to encourage residents to ask and get copies of documents during any procedures with the SFHA. A checklist should be devised for tenants to use to keep their records/documents in order. Finally, all policies and written documents must be made available in multiple languages.

#4: Issue: Lack of accountability of the SF Housing Authority.

Various issues were raised about the SFHA's lack of accountability within the organization and at the local and federal level. The majority of issues are regarding the corrective actions taken against tenants without proper notification and justification. This affects the tenants and the community advocates and lawyers working on their behalf. The Housing Authority also lacks accountability in their partnerships with the community regarding efforts to create safe and accessible housing for San Francisco's low-income and homeless residents. There seems to be no clear vehicle for making complaints, suggesting changes, or receiving information or clarification about policies, procedures and practices. Participants were also concerned at the lack of oversight by local government and the lack of opportunity for oversight from the public and residents.

#4: Solution: Increase accountability and oversight of the SF Housing Authority by working with local City departments, Housing Authority Commission, SF Board of Supervisors, and local HUD offices.

Tenants should play the lead role in accountability and oversight since they are the most directly affected by the way the Housing Authority operates. Creating active, structured tenant advisory boards that are engaged in SFHA's decision-making processes will allow this level of oversight. Tenant groups should be invited to report to the Housing Authority Commission regularly.

The role of the SFHA Commission should be strengthened. The community and tenants would like to have input regarding who sits on the Commission. The city should consider videotaping, recording or broadcasting SFHA Commission meetings as is done with other city commissions. Currently, commission appointments are done by the Mayor. However, it would be better for these appointments to be determined by a broader group of stakeholders including residents, Board of Supervisor (BOS) members and other key stakeholders. Commissioners should regularly report to the BOS and should also consider having occasional offsite meetings closer to or at public housing sites. A Public Housing resident and a Section 8 resident should be appointed to the commission to represent their unique issues.

The SFHA Annual Plan should also be presented to the BOS for review and input so that the city is aware of any significant proposed changes in policy before final decisions are made.

Tenants and stakeholders should be given a better understanding of the governance structure and organizational hierarchy of the Housing Authority. For instance, participants asked how the local HUD offices are involved with the SFHA. Concerns about HUD oversight and involvement were mentioned. There is a lack of clarity on the role played by HUD as well as their obligations to monitor SFHA practices. HUD should define who takes responsibility within the SFHA and how far certain policies can go before action can be taken from an outside source. HUD field offices should be more accessible and receptive to community feedback regarding the SFHA. This report will be sent to local HUD offices.

Additionally all checklists and relevant records, such as when a tenant reports maintenance needs, should be made with carbon copies so that tenants can keep a copy of the process that is planned.

#5: Issue: Inadequate maintenance and conditions of units.

Consensus is that there is a great backlog of needed repairs as well as ongoing poor conditions at the majority of Housing Authority developments. The issue of most concern, however, is the extremely slow or altogether lack of response to repair requests and known deteriorating conditions. The repair reporting and response system is complicated and improvements take an unreasonably long time to complete. The Housing Authority needs to create a systematic way to respond to maintenance issues and take responsibility for quickly fixing uninhabitable units.

#5: Solution: Use City departments to do maintenance and repairs and have a simple and direct response system to report and check the status of repair requests.

Consider increasing the role of the Department of Public Works in fixing up units, maintaining quality living conditions, and providing resources to do maintenance up-keep and respond to repair requests. Another suggestion is to mobilize community volunteers and private businesses to get involved in maintenance and repairs at SFHA sites. The model used at Project Homeless Connect, for example, could be used.

There should be a simple, step-by-step process for reporting and getting repairs done that all tenants, employees, and especially property managers, know and follow. Suggestions included: have dedicated drop-in hours at SFHA to report repairs, have an email address to report needs, and have an automated phone system that allows one to report repair needs. The City's 311 was suggested. Finally, there should be a database that tracks requests and completion of tasks that the residents can access to track the status of their repair request. Work order numbers should be given at the beginning of the process and recorded by the tenant as well as the Housing Authority, or whichever entity takes the repair request. All forms should be carbon copied so records can be kept by all parties involved. When repairs are completed, tenants should inspect and sign off on the completed job to ensure that no part is left undone before it can be reported as completed. Residents who report repairs at their property management office should be given a proof of reporting such as a case number or a carbon copy. There should be a standard repair request form available to all residents with instructions as to how to report a repair need. All services should be offered in multiple languages.

Random site inspections done by a third party, with publicly available reports, would improve the Housing Authority's accountability and help the public and the City monitor conditions in the public housing developments. There should be better cooperation and collaboration between the SFHA and the Department of Building Inspections (DBI) to address habitability issues in Public Housing. In 2007, an MOU was developed between the SFHA and DBI which needs to be effectively implemented. At the very least, the DBI should monitor code compliance in SFHA properties as they do in all other privately-owned rental housing. The SFHA should not be exempt from meeting local housing code requirements. In cases where SFHA properties do not

comply with San Francisco housing code, the DBI, in conjunction with the City Attorney's Code Enforcement Task Force, should take action to enforce the law.

Issue #6: Inability for residents to transfer to safer living arrangements.

There are not enough options for residents to transfer to other areas and units when their living situations are unsafe and/or unhealthy. Even people with "priority" transfers (in cases such as domestic violence or hate crimes) do not get a response in a timely manner and do not get access to livable units. Also, if there is an opportunity to transfer, the process of being informed about and being able to accept or reject the unit is difficult to navigate and cumbersome.

Solution #6: Increase safety and security at SF Housing Authority developments, streamline the transfer process and work with other local Housing Authorities and the City to identify alternative affordable housing options and to coordinate transfers to safer areas.

Safety is a major and recurring issue that was raised at the community meetings. SFHA should take more responsibility in creating safe places for residents to live. Measures to enhance safe environments include increasing security staffing, strengthening community policing programs at public housing sites, and installing cameras.

When a transfer is needed, the process should be clearly defined and as simple as possible. Residents should be told what criterion qualifies for a transfer, how to request a transfer, and what documentation must be submitted. Staff should be available to assist in the process. In life-threatening situations, residents must be approved for a priority transfer without unnecessary delays or challenging barriers.

Once a resident has been approved for a priority transfer, provide clear information in a timely manner regarding their status on the waiting list, next steps, the process and rules regarding accepting or rejecting offers, and who to contact with questions or concerns. The SFHA should be more lenient in allowing residents with priority transfers to refuse unit offers, considering that a replacement unit is not necessarily safer in some cases. At the beginning of the process, residents should be able to tell SFHA about what developments will be safe for them to live in so as to avoid needing to deny a unit that is equally as dangerous as the one from which they are transferring. When a client refuses an offer, their status on the priority transfer wait list should not be affected.

The SFHA should coordinate with city departments such as the Human Service Agency, Mayor's Office of Housing, Department of Public Health and the Redevelopment Agency to identify alternative affordable housing options for residents with priority transfers. The city should make city-funded affordable housing units available and consider short-term subsidies for relocation of public housing residents facing urgent health and safety risks.

Since there are few alternative affordable housing options in San Francisco, then options outside of San Francisco should be explored. Strengthening partnerships with other Bay Area Housing Authorities could help with this, since agreements could be made to easily transfer SFHA residents who are at-risk to public housing units in neighboring counties.

Issue #7: Poor access for people who have criminal backgrounds or special needs, including homelessness.

Screening criteria is too strict, particularly in buildings run by private management companies. The categories of crimes used for denial should be reviewed; the SFHA has discretion in this area. When a denial is given based on results of a criminal background check, all of the information that was used as grounds for that denial should be provided to the applicant in writing. Low-income and homeless renters should not be excluded from subsidized housing due to bad credit, debt or eviction for non-payment of rent, all of which are symptoms of poverty. Overall, eligibility criteria should be loosened.

Solution #7: Reinstate "homeless status" as a priority and expand local eligibility criteria. Utilize less restrictive eligibility criteria, when allowed by HUD, for those with criminal backgrounds.

The preference points once given to homeless families should be reinstated. Vulnerable populations should be prioritized in admissions. The waiting list of nearly 50,000 households warrants a triage system to ensure that those who are most in need are able to obtain housing. Homeless families, those needing to escape domestic violence and the disabled should be given priority on Housing Authority waiting lists.

It was suggested that the SF Housing Authority only look at conviction records (not arrests), consider prior criminal records for a time less than the current ten years, implement denials by giving individual written statements of why they were denied, and revisit the overall screening and admissions policies.

If a denial does occur, residents should be given a longer period of time to respond and request a hearing. They should also be informed that they may view their file to learn what grounds their denial was based on and instructed as to how to access their file.

The application process should be more accessible and accommodating to applicants.

Issue #8: Lack of opportunities for tenant input and participation and inadequate response to tenant's needs.

A primary theme that resonated through all of the community forums was that more opportunities were needed to engage residents in the decision-making processes. Some mandated processes are not being fulfilled and opportunities to have residents participate are being missed. Without giving tenants the opportunity to help make decisions, effective solutions will not be created and implemented.

Additionally, without resident participation in decision-making, the true needs of residents will not be understood nor met by the Housing Authority. Many residents face multiple barriers to sustained stability and self-sufficiency. The environments at many SFHA sites do not offer enough support.

Solution #8: Conduct a tenants' "Know Your Rights" education campaign and adopt a "supportive housing" model when possible.

Tenants should be encouraged to voice their opinions and be provided with the means and support to do so. In addition to obtaining tenants' opinions during the annual plan process, it is important to ask for their opinions throughout the year, both formally (i.e. through surveys) and informally (i.e. during meetings).

Residents should be provided with easily understandable information about their rights as a tenant, including grievance procedures and available resources such as legal aid and rental assistance. An outline of SFHA policies and procedures should also be available to all residents. Both tenant's rights and SFHA policies and procedures need to be available on the SFHA website and in different languages.

Explore opportunities, or specific housing sites, that may better serve their clients using a supportive housing model. These opportunities can be identified if the Housing Authority works more closely with local non-profits who provide housing to residents with special needs.

Issue #9: Lack of partnership between the Housing Authority, City departments and community agencies.

Although the SFHA is the largest provider of affordable housing in San Francisco, it has failed at providing overall quality, safe and secure living conditions for all of its residents. In order for the SFHA to better serve residents and improve all of their units to bring them up to the level of quality that should exist, there needs to be a new commitment to partner with City departments and local community agencies. There are many community groups that serve the tenants in a variety of capacities, and therefore are affected by the practices of the Housing Authority. However, in the past, the SFHA has been resistant to sharing information with or accepting input from community stakeholders.

Solution #9: Create partnerships with city agencies, departments and community groups and create institutional ways for a broad spectrum of stakeholders to get involved in the work of the SF Housing Authority.

These are examples of partnerships that would serve to improve services and units for the residents:

The Department of Public Works can be involved in maintenance and repair oversight and contribute resources and finances to assist the SFHA in making units habitable and safe.

The Department of Public Health can assist in oversight to ensure that all buildings and units are up to health code.

The Human Services Agency can work with the SFHA to create set-aside units for people who are homeless and to provide appropriate on-site services to help avoid eviction. Eviction

prevention and rent assistance programs for public housing residents could also be better coordinated with the SFHA management and legal staff.

The Board of Supervisors should be invited to review and comment on the Annual Plan and regular updates and status reports should be made to the BOS on critical issues. City officials should be made aware of projected funding shortfalls, significant policy changes and other events with anticipated detrimental impact on residents as soon as possible so that they can help mitigate the impact.

Community agencies should work with the SFHA to organize tenants and educate them on their rights and opportunities to get involved. The SFHA should partner with advocacy groups and lawyers to avoid evictions and help maintain people in housing. Finally, the SFHA should work with community groups to provide trainings to property managers on how to work with residents better.

Issue #10: Inability of section 8 voucher holders to utilize vouchers.

Low-income San Francisco renters who are fortunate enough to have received Section 8 vouchers are finding it increasingly difficult to use the vouchers in the city's high-priced housing market. Section 8 renters have a limited time to find replacement housing when they are forced to move due to issues such as rent increases, uninhabitable housing, change in household size or landlord opting out of the program. First time voucher holders also encounter many obstacles in finding adequate, affordable decent housing where they can use their vouchers. The City's Human Rights Commission has recognized this, since there are many fair housing implications.

There are two key barriers for section 8 renters: landlords' non-acceptance of vouchers and high rents, which are above the SFHA's payment standard. A section 8 renter attempting to use a voucher must find a willing landlord who will rent the unit at a low enough rent that the SFHA's payment standard (which is a below market amount) will cover it. The SFHA provides a very short list of properties that will accept Section 8; currently there are only 46 properties. Unfortunately, few private landlords agree to accept Section 8 vouchers, thereby limiting the housing pool from which Section 8 renters can choose. A cursory review on www.craigslist.org demonstrates that many landlords state "no Section 8." A recent search yielded 20 such postings. Voucher holders also find that available apartments also have rents that are not within the SFHA payment standard amount (see Appendix B).

Solution #10: Provide incentives and marketing to landlords to increase participation in the program and enforce non-discrimination laws.

The SFHA should more actively encourage landlord participation in the Section 8 program through aggressive marketing and education as well as providing incentives to participating landlords. The program expectations and obligations should be clearly provided to landlords in writing, in simple language and be available online. There should be a "landlord liaison" who can assist section 8 landlords to navigate the program rules as well as provide information and resources. Special recruitment efforts should be aimed at non-profit housing developers. Partnerships with affordable housing providers should be created. The city should ensure that

city-funded affordable housing projects accept section 8 vouchers and market available units to section 8 renters.

In cases where landlords are blatantly discriminating against Section 8 renters, the SFHA should take some responsibility to educate them about the potential violation of local and state laws. The city should enforce both municipal police code and state law that prohibits discrimination based on "source of income."

VII. The Future of the "New Housing Authority"

San Francisco has a unique opportunity as the search continues for the new director of the Housing Authority. Although the commission ultimately has the authority to hire the new director, the Housing Authority Transition Team (headed by the City Administrator with the Mayor's Office of Housing playing a large role) has been tasked by the Mayor to conduct the hiring search. We encourage the commissioners, the Mayor and the city agencies involved to consider the comments outlined in this document as they design hiring criteria and make the final decision of who to hire as the new director.

With the change that lies ahead at the Housing Authority, understanding the challenges and frustrations that people have experienced with past policies and practices of the San Francisco Housing Authority will help improve future policies and practices. The 75 individuals representing 37 different organizations attending our community forums (see Appendix C) helped to identify previous challenges and to develop the many specific policy suggestions and solutions that are detailed in this report. Previous challenges have been significant in several areas including 1) the manner and style of communication with the SFHA staff on issues such as eligibility and access, reporting of maintenance needs, and many other basic questions and concerns, and 2) the transparency of and ability to provide feedback on the standard practices and policies of various operations of the SFHA such as the protocol for maintenance and repairs, transfer requests, eviction practices, and many other areas.

We ask that as the City works toward reform of the SFHA, consider that the new director will be crucial in this change. We would like to see leadership at the SFHA that values collaboration, open communication, transparency and is welcoming and responsive to community involvement. Improving relations and developing collaboration between the SFHA, the residents, other community agencies, and the local government need to be priorities. We understand that significant improvements and change in SFHA policies and operations will take time. However, an important step will be to include all stakeholders in identifying areas needing change, problem-solving, and decision-making. We hope to see a partnership where community groups and city agencies are considered valuable assets that can bring additional resources to the table, enhancing the ability of the SFHA to meet its mission.

The community is looking forward to the San Francisco Housing Authority becoming a strong and effective community partner with an open communication process, responsive and respectful interactions with residents and other community partners, and an overall powerful spirit of collaboration.

Appendix A

"Memo on eviction policies of the SF Housing Authority prepared by the Housing Rights Committee, VLSP, EDC and Bay Area Legal Aid"



VISD Changing Lives

Memo Re: Evictions from San Francisco Housing Authority¹

A. POLICY CONCERNS

I. Eviction Situation

- Agencies that work with tenants of SFHA report a steady increase in both eviction proceedings and in actual evictions from units, particularly beginning in the fall of 2006.² The vast majority of these evictions are for non-payment of rent. SFHA tenants are some of the most vulnerable residents of the city, and many evicted tenants face homelessness.
- SFHA filed a total of 166 evictions against its conventional housing tenants in 2006, 130 of these (78%) were filed in September - December. SFHA filed 38 eviction (23%) in a twoday period immediately following Christmas (Dec 28-29).³
- SFHA appears on pace to file over 200 evictions in 2007.
- In January May of this year, 56% of SFHA eviction cases seen through VLSP's Courthouse Landlord/Tenant Project⁴ resulted in the tenant losing their housing.⁵

¹ This memo was prepared after discussions about this issue between the Volunteer Legal Services Program (VLSP) and Bay Area Legal Aid, Housing Rights Committee, Eviction Defense Collaborative and ACORN.

² Note: Eviction proceedings are legally referred to as "Unlawful Detainer" actions (or UDs). UDs are statutorily afforded a special fast track status known as a "summary proceeding." By statute UDs are geared to move very quickly through the courts. UDs are almost always an immediate housing crisis for our clients and their families.

³ This data is from the San Francisco Superior Courts website. These numbers reflect the UDs recorded when SFHA is the plaintiff, which should include all conventional public housing.

⁴ When a tenant receives an Unlawful Detainer notice, they have five days (including weekend and holidays) to file a response. If they do not file a response, they are subject to a default judgment by the court, after which they can be evicted immediately and without trial. Most tenants file their response through the Eviction Defense Collaborative (EDC). After the response has been filed, a court date is usually set, along with a settlement conference which is scheduled for the week before the court date. The Volunteer Legal Services Program and EDC jointly administer the Courthouse Landlord/Tenant Project, through which volunteer attorneys assist tenants in their negotiations with landlords at these settlement conferences.

⁵ 72 settlement conferences were scheduled for SFHA tenants during this period. In 61 of these cases we were able to determine a clear result. In 34 of these cases (56%) the tenant lost their unit -- 19 tenants were eventually evicted, while 15 agreed to move out because they could not negotiate a "pay and stay" agreement. In another 3 cases (5% of total), judgments have been reached against the tenant, which means an eviction is immediately pending,

• In 39% of these cases tenants negotiated a stipulated agreement (or a "pay and stay") and are still in their units. SFHA standard practice is to require tenants to immediately pay at least 50% of the total back-rent allegedly due, and to pay the remaining amount in installments, in addition to their monthly rent. SFHA often will require tenants to pay for SFHA's attorney's fees and costs as a condition of settlement. Many of these tenants will not manage to make these payments and will subsequently be summarily evicted.

II. Back Rent Issues

- For a variety of reasons, many related to SFHA policies, tenants in eviction proceedings often owe very large amounts of back rent. This makes it more difficult to negotiate "pay and stay" agreements that allow tenants and their families to stay in their housing.
- Tenants owed an average of \$5,648 in back rent at their courthouse settlement conferences. Back rent was often owed for up to 12 months (the statutory limit for evictions), and in several instances for far longer.⁶
- These tenants must apply for the maximum amount of rental assistance available (which usually precludes them from ever using these resources again).

In order to keep their housing, tenants must acquiesce to stipulated agreements (or "pay and stays") in which they pay a large lump sum up front, and still owe substantial monthly payments in addition to their rent for many months or years into the future. These agreements place significant financial strain on these low-income families

• There are not enough rental assistance resources available for SFHA tenants, and the needs of SFHA tenants put a strain on the entire rental assistance system.⁷ These challenges will be further discussed in the Policy Recommendations section.

This means that in 7 months, SFHA received \$174,358 in general fund dollars and SOS funds to prevent the eviction of 250 families from their units. If you assume that half of SOS funds go toward eviction prevention, approximately 26% of the funds available for eviction prevention from these three programs have been received by SFHA. This puts a great strain on these rental assistance programs, which have very limited funds to provide services for the entire city.

⁶ Although back rent reaching further back than 12 months cannot be part of a "Unlawful Detainer" judgment, it can be collected in a separate lawsuit. SFHA often insists on collecting this additional back rent as part of any "pay and stay" agreement.

⁷ Housing Rights Committee, ACORN, and EDC have also been reviewing the rental assistance situation, and have found that between July 1, 2006 and January 31st, 2007 the following programs provided rental assistance to SFHA tenants:

Season of Sharing (SOS) approved 104 grants totaling \$100,633

Catholic Charities approved 139 grants totaling \$66,725

Hamilton First Avenues approved 7 grants totaling \$7,000

- Large arrearages accrue because of lengthy delays between each step in SFHA's rent collection and eviction process. When residents fall behind in rent (often because of an unforeseen emergency) their SHFA property manager will eventually send them a 14-day "pay or quit" notice. Sometimes the property manager will wait many months before they issue this notice. During this time the tenant may be falling further and further behind. The 14-day notice then sets in motion the lengthy eviction process. Unless the tenant can pay the full amount of back rent during this time, the property manager will then stop accepting rent. From this point forward, when the tenant tries to pay the back rent they owe, or negotiate a payment plan, they will be told that their matter has been "sent to legal." Their file will then usually sit in SFHA's legal department for many months, during which time the tenant will fall further and further behind in their rent, with no opportunity to remedy the situation. The tenant will eventually be served with a "summons and complaint" and will need to file a response. (If the tenant does not file a response, SFHA's attorney can get a default judgment against the tenant, who then faces immediate eviction.) After another often lengthy delay, SFHA will in turn file a "memo to set the case for trial" and a court date will be set. By the time their case reaches the settlement conference, as noted above, the tenant will usually owe a huge amount of back rent.
- SFHA will often impose attorney's fees as part of any settlement agreement. This is a burden on tenants. It also creates a disincentive for the attorneys handling SFHA evictions to resolve these issues early in the process. This will be discussed further in Policy Recommendations.
- SFHA does not provide a means for tenants to resolve back rent issues quickly once they fall behind. This will be further discussed in Policy Recommendations.
- There are many problems with SFHA's implementation of their new Enterprise Income Verification system. SFHA has instituted an aggressive policy of utilizing the Internet-based Enterprise Income Verification (EIV) system in order to detect possible under-reporting of household income. SFHA may be under pressure from HUD to utilize this system. However, because of SFHA's poor record-keeping, the EIV system is sometimes detecting "unreported income" which the tenant actually tried to report. Furthermore, there has been little or no tenant education around this new EIV system or its implications, despite the fact that SFHA is now requiring that families pay rent increases retroactively, which often results in huge increases in the back rent they allegedly owe.
- The nature of this process sets tenants up for failure and increases the eviction rate for SFHA tenants. It also costs SFHA money, as the agency ends up not collecting many months of rent for these units, and then having to pay outside counsel expensive legal fees for these eviction proceedings.

B. PRIMARY POLICY RECOMMENDATIONS

I. SFHA should implement an early intervention system to resolve back rent issues, which allows tenants to reinstate their tenancy and to work out a payment plan so that they can get current on their rent as quickly as possible.

- Such an early intervention approach should be formalized and included as part of SFHA's Admissions and Continued Occupancy Policies.
- SFHA should work with legal providers to negotiate repayment plans as early in this process as possible. SFHA's legal department used to work with Bay Area Legal Aid (BALA) to resolve back rent issues and negotiate before they got to the "Unlawful Detainer" stage. Typically, SFHA would grant a two-week extension, and during this time BALA would work with the tenant and negotiate a reasonable payment plan which allowed the tenant to avoid the eviction process and stay in their unit. Unfortunately, this practice ended several years ago, when SFHA downsized their legal department and began sending all their eviction cases to outside counsel. Currently, tenants have no way to resolve these issues once the property manager stops accepting rent. Furthermore, once the UD is sent to outside counsel, the attorney has an economic incentive not to settle the case early, so that they can collect increased legal fees (either from SFHA or from the tenant).
- Such an early intervention system could be implemented with minimal staffing, perhaps with one administrator or paralegal. SFHA could send out a monthly notice that informs tenants who have fallen behind on their back rent that they should contact a designated agency for assistance in resolving their back rent issues. These agencies could then work with the tenant and SFHA to resolve back rent issues promptly. If tenants do not take advantage of this opportunity, they would then receive a 14-day notice.⁸
- An early intervention process would be of immediate benefit to tenants, would reduce
 the number of evictions and promote housing stability; it would also increase the
 amount of rent that SFHA collects while greatly reducing their legal expenses

⁸ In this vein, the Eviction Defense Collaborative notes the model of Community Housing Partnership, which "generally provides an initial warning notice to tenants who are no more than one month behind in their rent, a second notice for tenants who are 1-2 months behind in their rent, and a third notice for tenants who are two or more months behind. No 3-day notice is given until the tenant has been given these initial opportunities to address the issue and the landlord is planning to go to court. Tenants who are behind in their rent are contacted by support services to see if it is possible to resolve the issue. For tenants who are three or more months behind, the landlord is still willing to enter into a payment plan, but the tenant needs to pay at least one-sixth of the balance due at the outset of the payment plan."

II. SFHA should not collect more than 3 months of back rent, or \$3000 total, from tenants in nonpayment cases.

- This policy would reduce evictions, and would provide SFHA with a strong incentive to resolve nonpayment issues with tenants in a more timely fashion.
- By limiting collectible back rent to \$3,000 all non-payment eviction cases would have the potential to settle with a "pay and stay." Since \$1500 is the current limit on most rental assistance, tenants eligible for this assistance would be able to meet SFHA's demand for 50% of back rent to be paid in an immediate lump sum. The other \$1500 could be paid off in monthly installments. The amount of these installments, when added to the tenants' monthly rent, should not exceed 50% of the household's income.
- This policy may actually increase the amount of rent collected by SFHA. Currently, when tenants owe large amounts of back rent they often agree to a move-out agreement, in which SFHA does not collect any of this money. This policy would decrease the number of tenants who agree to such deals, and increase the number of tenants who are able to pay their back rent and stay in their units.

III. SFHA property managers should have a systematic and equitable method for working out repayment plans with tenants, so that they can catch up on their back rent quickly and without legal action.

• When a tenant owes less than three months rent they should be able to pay partial rent and negotiate a payment plan with their property manager to catch up on back rent. Such a policy would increase rent collected by SFHA and reduce unnecessary hardship on tenants. Such a policy must also be applied equitably by property managers. There is currently a widespread perception among tenants and service providers that a tenant's ability to negotiate a payment plan with a manager largely depends on whether that property manager "likes them."

IV. SFHA should provide property managers with better training, particularly in record keeping and tenant relations.

 Many of these eviction proceedings are related to problems that tenants experience in reporting changes in income which are not properly recorded by property managers.
 Bay Area Legal Aid frequently has to file formal grievances with SFHA in order to receive rent adjustments for tenants, because property managers do not make the appropriate adjustments when income changes are reported to them.

V. SFHA should take steps to reduce the frequent turnover of property managers.

Many problems arise for tenants because of the high turnover rate among property managers.
 For instance, tenants frequently make verbal arrangements with property managers regarding repayment of past due rent. However, new property managers may not honor previous agreements, placing tenants at risk of being evicted.

VI. Tenants should be provided with "rent amnesty" regarding back rent until a) all tenants have been thoroughly informed regarding SFHA's use of Enterprise Income Verification (EIV) system, the importance of reporting all sources of income in their annual recertification, and the consequences of not doing so, and b) problems have been cleared up regarding SFHA's failure to maintain and update information provided by tenants.

- SFHA has implemented this new EIV system without educating tenants as to its impact. Tenants also experience widespread problems regarding having their records and rents adjusted when they report changes; they are sometimes penalized for SFHA's faulty record-keeping, as if they had committed fraud. This contributes greatly to distrust of SFHA and becomes a strong disincentive for tenants to promptly report changes in income and household composition.
- Accountability must flow in both directions. In recent public meetings SFHA has attributed increased evictions and displacement from Southeast San Francisco to this new EIV system and its detection of tenant "fraud." Obviously, tenants must be held accountable and they must pay their rent. However, tenants must also be able to rely on SFHA to properly maintain its records, to conduct re-certifications in a timely manner, and to communicate with tenants in a clear and respectful way. Currently, tenants are being held to a higher level of accountability, around which there has been no education or supportive services provided.

VII. SFHA property managers should promptly adjust rent downwards when tenants report a reduction of income.

HUD requires that housing authorities promptly adjust rent downwards when a tenant reports a reduction of household income. However, SFHA tenants often experience difficulty in receiving needed rent adjustments and must file a grievance in order to have their rent reduction processed. VIII. SFHA should not adjust rent upwards between annual re-certifications or apply retroactive rent increases between annual re-certifications.

• HUD regulations do not require that rent be adjusted upwards between annual recertifications if a tenant's income increases. In order to reduce the number of evictions, SFHA should only adjust rent upward at a tenant's annual re-certification.

IX. The city should expand funding and options for back rent and emergency rent in order protect families from eviction and to keep tenants in good standing.

• Current rental assistance funds are not sufficient, and often have too many restrictions attached in order to help public housing tenants.

- Most funds only provide \$1000 to \$1500, and can only be used once. As noted above, due to SFHA practices the average back rent for SFHA tenants at courthouse settlement conferences in 2007 was over \$5600. Tenants often owe such large amounts they must use multiple agencies to pay off the entire debt, which means they wipe out their eligibility for several programs at once. The next time they have an emergency, there is no funding available.
- Many rental assistance funds are not available to public housing residents. Two programs Catholic Charities and Hamilton Family Services have already expended almost all of their direct assistance funds for this population. Season of Sharing is also running short on funds.⁹
- These agencies should be provided with additional funds to stabilize tenants in SFHA housing, both through direct rental assistance and these case-management services. The agencies that provide rental assistance also assist tenants in making sure that they are able to follow a payment plan which will allow them to stay in their housing long-term.

C. ADDITIONAL POLICY RECOMMENDATIONS

I. SFHA should provide tenants of affordable housing and their advocates with a Rent Calculation Sheet so that they can clearly understand how their rent amount has been established.

 Currently tenants and their advocates often have great difficulty in determining how their total amount of back rent has been reached.

II. Tenants should be provided with information and access to money management assistance.

Many tenants would greatly benefit from assistance in budgeting their resources, and this
assistance would reduce evictions and back rent issues. Some of these financial services are
currently provided by ACORN.

III. SFHA should provide tenants with a list of referrals and resources for eviction and back rent issues, both at move-in and along with any notice of adverse action.

• SFHA offers little or no supportive services to its tenants. A list of referrals would inform tenants of some of the resources available to them from other agencies.

IV. SFHA must consider its failure to maintain a unit in habitable condition and/or to respond to requests for repairs in eviction cases.

⁹ Housing Rights Committee, EDC, and ACORN have been documenting the limitations of the programs that assist with unpaid rent.

• Unfortunately, few SFHA units would meet the San Francisco building code. There is a severe backlog of maintenance requests, and requested repairs can take an extremely long time. In response to severe habitability issues, tenants sometimes feel that they should be able to withhold rent until necessary repairs are made. This, in turn, can lead to back rent issues and evictions. Coordination with DBI, DPH and the City Attorney's code enforcement team must be improved in order to deal with habitability issues. Regarding habitability issues, tenants should be better informed and educated about their rights and possible remedies.

V. SFHA should give tenants the option to designate a third party (for instance, their HSA caseworker, tenants' union, etc) to be notified of any adverse action against tenant.

VI. SHFA should notify tenants of the option to pay rent directly through CalWorks modified payment plans when appropriate.

Appendix B

FAIR MARKET RENT / PAYMENT STANDARD

FAIR MARKET RENT / PAYMENT STANDARD

UNIT SIZE EFFECTIVE 10.01.07		7 EFFECTIVE 10.01.07	
	HUD Fair Market Rent	SFHA Payment Standard - 110% OF FMR	
SRO	\$776	\$853	
STUDIO	\$1,035	\$1,138	
ONE	\$1,272	\$1,399	
TWO	\$1,592	\$1,751	
THREE	\$2,125	\$2,337	
FOUR	\$2,246	\$2,470	
FIVE	\$2,582	\$2,840	
SIX	\$2,919	\$3,210	
SEVEN	\$3,256	\$3,581	
CCS Code	C08	P08	

		INCOME LIMITS AS OF 03.20.07		
FAMILY SIZE	30% of AMI (Income Targeting Per QHWRA)	SECTION 8 - 50% of AMI	LOWER INCOME 80% of AMI	
1	\$23,750.00	\$39,600.00	\$63,350.00	
2	\$27,150.00	\$45,250.00	\$72,400.00	
3	\$30,550.00	\$50,900.00	\$81,450.00	
4	\$33,950.00	\$56,550.00	\$90,500.00	
5	\$36,650.00	\$61,050.00	\$97,700.00	
6	\$39,400.00	\$65,600.00	\$104,950.00	
7	\$42,100.00	\$70,100.00	\$112,200.00	
8	\$44,800.00	\$74,650.00	\$119,450.00	

Appendix C Organization Participants

REPORT: HELPING TO RESHAPE THE SAN FRANCISCO HOUSING AUTHORITY Housing Rights Committee of San Francisco & SF Local Homeless Coordinating Board

ORGANIZATIONAL PARTICIPANTS

Hamilton Family Center

Chinatown Community Development Center

San Francisco Safety Network

Bay Area Legal Aid

La Casa De Las Madres

Tenderloin Neighborhood Development Corporation

San Francisco Bar Association

San Francisco Human Rights Commission

Connecting Point

Building Solid Homes

Visitacion Valley Community Development Corporation

Compass Family Services

St Francis Living Room

San Francisco Community Clinic Consortium

Safe Communities Reentry Council

St Boniface

St Vincent De Paul

Riley Center

SF Department of Public Health

SF Human Service Agency

SF Asthma Task Force

Honoring Emancipated Youth

Homeless Advocacy Project

UCSF

Glide

Breathe California

Legal Assistance for the Elderly

San Francisco Tenant's Union

Tenderloin Housing Clinic

Holy Family Day Home

Independent Living Resource Center of SF

Ping Yuen Resident Improvement Association

St Josephs Family Center

Volunteer Legal Services Project

Housing Rights Committee of San Francisco

SF Local Homeless Coordinating Board

SFPD Parkside Station

Haight Ashbury Free Clinics



SAN FRANCISCO HOUSING AUTHORITY

Office of the General Counsel

440 Turk Street • San Francisco CA • 94102 (415) 554-1287 • Facsimile (415) 554-1204

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

I. PLAN STATEMENT

The San Francisco Housing Authority ("SFHA") has adopted this plan to provide meaningful access to its programs and activities by persons with Limited English Proficiency ("LEP"). In accordance with Federal guidelines the SFHA will make reasonable efforts to provide or arrange free language assistance for its LEP clients, including applicants, recipients and/or persons eligible for public housing, Section 8/Housing Choice Vouchers, homeownership and other SFHA programs.

II. MEANINGFUL ACCESS; FOUR-FACTOR ANALYSIS

Meaningful access is free language assistance in accordance with Federal guidelines. The SFHA will periodically assess and update the following four-factor analysis, including but not limited to:

- a. The number or proportion of LEP persons eligible to be served or likely to be encountered by the SFHA;
- b. The frequency with which with LEP persons using a particular language come into contact with the SFHA;
- c. The nature and importance of the SFHA program, activity or service to the person's life;
- d. The SFHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

III.LANGUAGE ASSISTANCE

- a. A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient (LEP) person and may be entitled to language assistance with respect to SFHA programs and activities.
- b. Language assistance includes <u>interpretation</u>, and/or <u>translation</u>. The SFHA will determine when interpretation and/or translation are needed and are reasonable.

- c. SFHA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and the SFHA determines that the client is an LEP person the SFHA will make reasonable efforts to provide free language assistance.
- d. The SFHA has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.
- e. The SFHA will periodically assess client needs for language assistance based on requests for interpreters and/or translation, as well as the literacy skills of clients.

IV. Translation of Documents

- a. The SFHA will weigh the costs and benefits of translating documents for potential LEP groups, considering the expense of translating the documents, the barriers to meaningful translation or interpretation of technical housing information, the likelihood of frequent changes in documents, the existence of multiple dialects within a single language group, and other relevant factors. The SFHA will undertake this examination when an eligible LEP group constitutes 5 percent of an eligible client group.
- b. If the SFHA determines that translation is necessary and appropriate, the SFHA will translate the public housing lease and selected mailings and documents of vital importance into that language.
- c. As opportunities arise, the SFHA may work with other housing authorities to share the costs of translating common documents, which may include language groups which do not (yet) reach the threshold level in the SFHA's client population.

V. Formal Interpreters

- a. When necessary the SFHA will provide qualified interpreters, including bilingual staff and contract vendors. At important stages that require one-on-one contact, written translation and verbal interpretation services will be provided consistent with the four-factor analysis detailed above.
- b. The SFHA may require a formal interpreter to certify to the following:
 - i. The interpreter understood the matter communicated and rendered a competent interpretation.
 - ii. The interpreter will not disclose non-public data without written authorization from the client.
- c. When necessary interpreters shall be used at the following:
 - i. Formal hearing for denial of admission to public housing;

- ii. Informal settlement conferences and formal hearing for termination of public housing;
- iii. Hearings or conferences concerning denial or termination of Housing Choice Voucher (Section 8) participation.
- d. A SFHA staff interpreter may not be a subordinate to the person making the decision.
- e. The SFHA maintains a list of qualified, bilingual employees. Those employees receive additional compensation for demonstrating non-English language proficiency and can provide limited assistance to SFHA staff and LEP clients as part of their regular job duties.

VI. Informal Interpreters

- a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. SFHA staff will determine whether it is appropriate to rely on informal interpreters, depending upon the circumstances and subject matter of the communication. However in many circumstances, informal interpreters, especially minors, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- b. An LEP person may use an informal interpreter of their own choosing and at their expense, either in place of or as a supplement to the free language assistance offered by the SFHA. If possible, the SFHA should accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.
- c. If an LEP client prefers an informal interpreter, after the SFHA has offered free interpreter services, the informal interpreter may interpret. In these cases the client and interpreter should sign a waiver of free interpreter services.
- d. If an LEP client wants to use their own informal interpreter, the SFHA reserves the right to also have a formal interpreter present.

VII. MONITORING

- a. The SFHA will review and revise this LEP Plan from time to time. The review will include:
 - 1. Reports from the SFHA's computer business systems on the number of SFHA clients who are LEP;
 - 2. Reports from the computer business systems and other sources listing the languages used by LEP clients;
 - 3. A determination as to whether 5 percent of the SFHA clientele speaks a specific language, which triggers consideration of document translation needs as described above;
 - 4. Analysis of staff requests for contract interpreters: number of requests, languages requested, costs, etc.
 - 5. The Resident Advisory Board (RAB) will be asked to review the LEP Plan annually as part of updating the Agency Plan.

VIII. LEP PLAN DISTRIBUTION AND TRAINING

The LEP Plan will be:

- a. Distributed to all SFHA supervisors.
- b. Available in SFHA Management Offices and the Rental Office/Section 8 Office.
- c. Posted on SFHA's website, www.sfha.org.
- d. Explained in orientation and training sessions for supervisors and other staff who need to communicate with LEP clients.

Statement of Progress in Meeting 5-Year Plan Mission and Goals

San Francisco Housing Authority --- Fiscal Years 2005-2009

Goal: Expand the supply of assisted housing.

The Valencia Gardens, the fifth and final HOPE VI site, is completed and fully occupied. It is a multi-use, multi-income, tax-credit property comprised of public housing, and Mayor's Office of Housing affordable units. The SFHA has built an additional six units of housing at the Ping Yuen North family development. The SFHA continues its work with private developers and city government departments to revitalize the Hunters View, Alice Griffith, Potrero, Sunnydale and Westside Courts family developments. Finally, the SFHA continues its efforts to partner with potential private developers and city government departments to build additional housing units on the existing site of the Rosa Parks Senior Housing development at John F. Kennedy Towers and 1760 McAllister Street senior/disabled sites

Goal: Improve the quality of assisted housing.

Through the Capital Fund and the Force Account Programs the SFHA has replaced roofs, boilers, added intercom systems, security cameras, painted units, and replaced windows throughout the fiscal year. The Authority has collaborated with the Mayor's Office of Community Development and the private sector to add playground/community space at some of its family developments. The SFHA continues to implement management improvements in order to raise PHAS and SEMAP scores.

Goal: Increase assisted housing choices.

The SFHA has on ongoing landlord retention and recruitment program; in order to get landlords their monthly HUD rent subsidies in a faster manner, the SFHA has established a direct deposit system for all Section 8 landlords. The SFHA continues to achieve a 100% utilization of all Housing Choice Vouchers. The SFHA in partnership with a faith-based community partner has provided the land for the building of affordable homes for first-time homebuyers. At its North Beach and Valencia Gardens HOPE VI sites, the SFHA has replaced all existing public housing units and has built an additional 256 units on the two sites. The Section 8 Program has finalized plans for its homeownership program.

Goal: Provide an improved living environment.

At all five of its HOPE VI sites, there is low-income public housing and housing for working families at tax credit units. The ongoing formal partnership between the Housing Authority and the San Francisco Police Department has reduced reported crime in the family developments in the southeastern sector of San Francisco. The City and County of San Francisco is paying for extra police officers to patrol the SFHA's Hayes Valley and Plaza East developments in the Western Addition. SFHA staff members regularly meet with law enforcement entities and community organizations in order to improve public safety. The Housing Authority also provides private security patrols at a number of its family developments. The SFHA has installed video cameras --- and will add more --- at some of its senior developments in order to prevent criminal activity.

Goal: Promote self-sufficiency and asset development of assisted households.

Starting in 2001, the SFHA began implementing a 25% resident hiring policy in addition to Section 3 goals for applicable construction and non-construction contracts. In partnership with the Sherwin Williams Paint Company the SFHA provides residents with paint training skills. The SFHA has added three onsite "family learning centers" in addition to its existing six centers; residents can learn and/or upgrade their job skills by learning various computer software programs. The SFHA participates in the San Francisco Unified School District's anti-truancy initiatives. Finally, in 2006, the SFHA has begun a summer youth employment program that offers public housing and Section 8 youths the opportunity to work at the SFHA for up to eight weeks.

Goal: Ensure equal opportunity and affirmatively further fair housing.

The SFHA has established an Office of Fair Housing to respond to residents and applicants. This office investigates possible discrimination-based incidents and implements procedures for addressing allegations of incidents with a perceived or actual discriminatory dimension. The SFHA provides Fair Housing information in the following languages: English, Russian, Chinese, Vietnamese and Spanish. In 2006, the SFHA will implement the Limited English Proficiency Plan as another way to provide meaningful access to its programs and services by persons with limited English Proficiency. In 2007, the SFHA will implement the features of the Violence Against Women Act. As funding is available, the SFHA performs modernization work that makes identified public housing units accessible for persons with limited mobility issues. Periodically, the SFHA trains and provides Fair Housing information to its employees.

San Francisco Housing Authority

Section 8 Housing Department

Administrative Plan for the Section 8 Voucher Program



July 2008

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SECTION 8 ADMINISTRATIVE PLAN

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the San Francisco Housing Authority (SFHA) to comply fully with all Federal, State, and local nondiscrimination laws; the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the SFHA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the SFHA will provide Federal/State/local information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the SFHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The SFHA will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The SFHA will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

1.2 REASONABLE ACCOMODATION

A reasonable accommodation is some exception or change that the SFHA makes to rules, policies, services, or regulations that will assist a resident or applicant with a disability in taking advantage of a housing program and/or dwelling. The accommodation must be necessary for the individual with the disability to enjoy and/or fully use services offered to other residents and/or the individual dwelling unit.

- A. Reasonable accommodations can include but are not limited to:
 - 1) A change in the rules or policies or how the SFHA does things that would make it easier for a resident to live;
 - 2) Permitting a seeing eye dog for a household in a community where pets are not allowed, or not charging a deposit for a service animal though the SFHA charges deposits for pets;

- 3) Permitting an outside agency to assist a disabled resident to meet the terms of the lease;
- 4) Permitting a live-in Personal Care Attendant (PCA) to live with a disabled resident who might need 24-hour assistance;
- 5) A change in the way the SFHA communicates with residents or gives them information.

B. Entitlement to a reasonable accommodation.

- 1, A resident or applicant is entitled by law to a reasonable accommodation when needed because of a disability of the applicant, resident, or household member. The SFHA will grant all requests for reasonable accommodations that are needed as a result of a disability if the request is not unduly burdensome or requires a fundamental alteration of the housing program. In the event that such a request is not economically feasible and/or involves an administrative burden, the SFHA reserves its right deny the request for accommodation. If the SFHA denies a request, SFHA staff will give the resident the reasons in writing.
- C. Qualifications for a reasonable accommodation. There must be a verifiable disability involved in order for the household to qualify for a reasonable accommodation. The SFHA is required by law to keep all information about the disability confidential.
 - 1) A person has a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
 - 2) Most serious medically treated conditions are considered to be a disability.
 - 3) A disabled resident must still be able to meet essential obligations of tenancy they must be able to pay rent, to care for the apartment, to report required information to the SFHA, avoid disturbing their neighbors, etc., but there is no requirement that the resident be able to do these things without assistance.

D. Written requests for reasonable accommodations.

- 1) The SFHA will respond to all written requests for reasonable accommodations by providing the resident/applicant with the following forms which will help the SFHA to better help the resident/applicant:
 - a) Tenant Packet for a Reasonable Accommodation (explains the SFHA policy to the resident/applicant, and provides instructions on how to apply).
 - b) Request for Reasonable Accommodation (resident/applicant completes); and
 - c) Verification of Need for Reasonable Accommodation and Release (resident/applicant provides Care Provider address and signs Authorization to Release Information).

E. Approval or Denial of Request.

1) We will respond to the resident or applicant by issuing the Approval or Denial of Request for a Reasonable Modification.

1.3 COMMUNICATION

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the participant will include information about requesting a reasonable accommodation.

1.4 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor a person with disabilities? For this purpose the definition of disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, e.g., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the SFHA will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the SFHA will obtain documentation that the requested accommodation is needed due to the disability. SFHA will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
 - 1. Would the accommodation constitute a fundamental alteration? The SFHA's business is housing. If the request would alter the fundamental business that the SFHA conducts, that would not be reasonable. For instance, the SFHA would deny a request to have the SFHA do grocery shopping for the person with disabilities.
 - 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the SFHA may request a meeting with the individual to investigate and consider equally

effective alternatives.

Generally the individual knows best what they need; however, the SFHA retains the right to be shown how the requested accommodation enables the individual to access or use the SFHA's programs or services.

If more than one accommodation is equally effective in providing access to the SFHA's programs and services, the SFHA retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests will be borne by the SFHA if there is no one else willing to pay for the modifications. If another party pays for the modification, the SFHA will seek to have the same entity pay for any restoration costs.

If the participant requests, as a reasonable accommodation, that he or she be permitted to make physical modifications to their dwelling unit, at their own expense, the request should be made to the property owner/manager. The Housing Authority does not have responsibility for the owner's unit and does not have responsibility to make the unit accessible.

Any request for an accommodation that would enable a participant to materially violate approved administrative procedures or family obligations will not be approved.

1.5 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

The SFHA will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages will be accommodated:

- Spanish
- Chinese
- Samoan
- Russian
- Vietnamese

1.6 FAMILY/OWNER OUTREACH

The SFHA will publicize the availability and nature of the Section 8 Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, newspaper serving other ethnic populations including non-English publications and by other suitable means.

To reach persons, who cannot or do not read newspapers, the SFHA will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The SFHA will also try to utilize public service announcements.

The SFHA will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

The SFHA will hold briefings for owners who participate in or who are seeking information about the Section 8 Program. The briefing is intended to:

- A. Explain how the program works;
- B. Explain how the program benefits owners;
- C. Explain owners' responsibilities under the program. Emphasis is placed on quality screening and ways the SFHA helps owners do better screening; and
- D. Provide an opportunity for owners to ask questions, obtain written materials, and meet SFHA staff.

The SFHA will particularly encourage owners of suitable units located outside of low-income or minority concentration to attend. Targeted mailing lists will be developed and announcements mailed.

1.7 RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, *Authorization for Release of Information and Privacy Act Notice*. The *Authorization for Release of Information and Privacy Act Notice* states how family information will be released and includes the *Federal Privacy Act Statement*.

Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

In accordance with State and Federal Constitutional protections, the SFHA will respect the privacy of information relating to applicants, participants, and tenants in SFHA programs. Accordingly, personal information is deemed private and confidential and will be released only by authorization of the SFHA Director and written consent of the affected party or by court subpoena.

It is important to note that the privacy policy is applicable to the release of participant information and not the gathering and use of information necessary to ensure eligibility and compliance with program regulations. Except, as required by federal regulations, information will not be solicited by the SFHA unless directly attributed to carrying out the responsibilities of the agency.

1.8 REQUIRED POSTINGS

The SFHA will post in each of its offices in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. The Section 8 Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address of all SFHA offices, office hours, telephone numbers, TDD numbers, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- G. Equal Opportunity in Employment Poster
- 1.9 Conducting Business In Accordance With Professional Values And Ethical Standards

All employees of the SFHA Section 8 Leased Housing Division shall conduct business with professional values and ethical standards as outlined in the SFHA Personnel Policy and adhere to the following code of conduct:

- 1. Comply with conflict of interest requirements of the Housing Choice Voucher Program pursuant to 24 CFR 982.161; and
- 2. Prohibit the solicitation or acceptance of gifts or gratuities in excess of a nominal value by any officer or employee of the SFHA; and
- 3. All employees of the SFHA are prohibited from participating in the Section 8 Housing Choice Voucher Program as a landlord in San Francisco.

2.0 SFHA /OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the SFHA, the Section 8 Owners/Landlords, and the participating families.

2.1 SFHA RESPONSIBILITIES

- A. The SFHA will comply with the consolidated ACC, HUD regulations and other requirements, and the SFHA Section 8 Administrative Plan.
- B. In administering the program, the SFHA must:
 - 1. Publish and disseminate information about the availability and nature of housing assistance under the program;
 - 2. Explain the program to owners and families;
 - 3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;
 - 4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration;
 - 5. Affirmatively further fair housing goals and comply with equal opportunity requirements;
 - 6. Make efforts to help disabled persons find satisfactory housing;
 - 7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;
 - 8. Determine who can live in the assisted unit at admission and during the family's participation in the program;
 - 9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5;
 - 10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum;
 - 11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy;

- 12. Determine the amount of the housing assistance payment for a family;
- 13. Determine the maximum rent to the owner and whether the rent is reasonable;
- 14. Make timely housing assistance payments to an owner in accordance with the HAP contract:
- 15. Examine family income, size, composition at admission, and annually during the family's participation in the program. The examination includes verification of income and other family information;
- 16. Establish and adjust SFHA utility allowance;
- 17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the SFHA, if the owner defaults (e.g., HQS violation);
- 18. Determine whether to terminate assistance to a participant family for violation of family obligations;
- 19. Conduct informal reviews of certain SFHA decisions concerning applicants for participation in the program;
- 20. Conduct informal hearings on certain SFHA decisions concerning participant families;
- 21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and
- 22. Administer an FSS program.

2.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.
- B. The owner is responsible for:
 - 1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
 - 2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.

- 3. Complying with equal opportunity requirements.
- 4. Preparing and furnishing to the SFHA information required under the HAP contract.
- 5. Collecting from the family:
 - a. Any security deposit required under the lease.
 - b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment.
 - c. Any charges for unit damage by the family.
- 6. Enforcing tenant obligations under the lease.
- 7. Paying for utilities and services (unless paid by the family under the lease.)
- C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

2.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

- A. Supplying required information.
 - 1. The family must supply any information that the SFHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
 - 2. The family must supply any information requested by the SFHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
 - 3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
 - 4. Any information supplied by the family must be true and complete.
- B. HQS breach caused by the Family

The family is responsible for any HQS breach caused by the family or its guests.

C. Allowing SFHA Inspection

The family must allow the SFHA to inspect the unit at reasonable times and after at least 24 hours notice.

The family must grant the owner access to the unit, with reasonable notice (24 Hours), to complete repairs to the unit for which the owner is required by the SFHA to repair. Failure to give the owner timely access to the unit may result in termination of the family subsidy.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. Family Notice of Move or Lease Termination

The family must provide the owner at least 30 day's notice in writing, with copy to SFHA before the family moves out.

F. Owner Eviction Notice

The family must promptly give the SFHA a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit

- 1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
- 2. Prior to the SFHA approval of the composition of the assisted family residing in the unit, the owner must first authorize the addition of any household member. The SFHA will send the owner the appropriate form for the owner to sign. The SFHA must approve the composition of the assisted family residing in the unit. The family must promptly inform the SFHA of the birth, adoption or court-awarded custody of a child. The family must request approval from the SFHA to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).
- 3. The family must promptly notify the SFHA if any family member no longer resides in the unit.

- 4. If the SFHA has given approval, a foster child/foster adult or a live-in aide may reside in the unit.
- 5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
- 6. The family must not sublease the unit.
- 7. The family must not assign the lease or transfer the unit.

H. Absence from the Unit.

The family must supply any information or certification requested by the SFHA to verify that the family is living in the unit, or relating to family absence from the unit, including any SFHA requested information or certification on the purposes of family absences. The family must cooperate with the SFHA for this purpose. The family must promptly notify the SFHA of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the SFHA for absences exceeding 30 days. The SFHA will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

- 1. Prolonged hospitalization
- 2. Absences beyond the control of the family (e.g., death in the family, other family member illness)
- 3. Other absences that are deemed necessary by the SFHA

I. Interest in the Unit

The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space and Homeownership Program). Owner cannot live in the assisted unit (except as defined under the Homeownership Program).

J. Fraud and Other Program Violation

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the programs.

K. Crime by Family Members

The members of the household may not engage in drug-related criminal activity or other violent criminal activity.

L. Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

M. Live-In Aid

Anyone included in the household as a live-in aid may not be subsequently added to the household as a family member receiving assistance.

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

There are six eligibility requirements for admission to Section 8 -- qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security Numbers, meet SFHA requirements surrounding the prohibition of drug related and/or violent criminal activity, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the SFHA screening criteria in order to be admitted to the Section 8 Program.

3.2 ELIGIBILITY CRITERIA

A. Family status.

- 1. A family with or without children. Such a family is defined as a group of people related by blood, marriage, domestic partner or adoption that has demonstrated a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care and college students are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit.

2. An elderly family, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
- b. Two or more persons who are at least 62 years of age living together; or
- c. One or more persons who are at least 62 years of age living with one or more live-in aides

3. A near-elderly family, which is:

a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;

- b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or
- c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
- 4. A disabled family, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities:
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more livein aides.
- 5. A displaced family is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- 6. A remaining member of a tenant family.
- 7. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

- 1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program, be a low-income family that is:
 - a. A very low-income family;
 - b. A low-income family continuously assisted under the 1937 Housing Act;
 - c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;
 - d. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing.

- 2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.
- 3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
- 4. Families who are moving into the SFHA's jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority, must meet the income limit for the area where they were initially assisted under the program.
- 5. Families who are moving into the SFHA's jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for SFHA program.
- 6. Income limit restrictions do not apply to families transferring units within the SFHA Section 8 Program.

7. Unit transfers

A participant may move to a new unit if one of the following events occurs:

- The assisted lease for the old unit has terminated because the SFHA has terminated the HAP contract for owner breach, or the lease was terminated by mutual agreement of the owner and the family. The family must submit a completed "Mutual Agreement Termination" form
- The owner has given the family a notice to vacate, or has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the family (unless assistance to the family will be terminated)
- The family has given proper notice of lease termination to the owner and SFHA.

For voluntary moves by the family, the family must notify the SFHA, in writing, of their desire to move. The SFHA will issue a new voucher and other supporting documents. If the family does not locate a new unit or decides not to move, they must obtain the permission of the owner to remain in their current unit and notify the SFHA. If a new unit is located and a new lease and HAP contract executed, the annual recertification date will be changed

to coincide with the new lease date.

8. Adding members to a participating family

Family members will be added to the assisted household as follows:

1. Birth, adoption or court-ordered custody

The family must notify the SFHA, in writing, of the birth, adoption or court-ordered custody of all minor children to the assisted household. This written notice must be submitted within 14 days of the event and include appropriate documentation.

Documentation may include birth certificates, hospital records, adoption papers or court documents. It is the responsibility of the participant family to notify the owner of the changes. The SFHA shall send the owner a Request to Approve the additional household member prior to approving the addition of any household member.

Other additions

The family must request, in writing, and receive permission from the SFHA to add any other persons to the assisted household prior to the occupancy of those persons. The SFHA shall check the added family member's criminal background if they are an adult. In determining whether to approve the addition of the persons, the SFHA will consider:

- 1. The willingness of the current owner to accept the additional person(s);
- 2. Whether the person(s) meets the definition of family in this Admin Plan;
- 3. Whether the SFHA has appropriate grounds to deny assistance under 24 CFR 982.552 (b) to the person(s)(see Part A, Sec II under *Procedures for removing names from the waiting list*;
- 4. If a larger bedroom size unit is needed as a result of the addition, if funding is available to support the cost of the larger unit;
- 5. The relative need for housing of the person(s) proposed for addition;
- 6. Whether the person owes the SFHA money from a prior tenancy.
- 7. Whether the person has legal immigration status.

8. For minor children (other than children related by birth or adoption to the head-of-household or spouse), information that those children cannot be adequately housed elsewhere and placement of the children in the household has been acknowledged by a social welfare agency.

The SFHA may deny the request if a primary reason for the addition is to preserve the current bedroom size or to allow a family or individual to circumvent the requirements of the current waiting list or application process. If an owner refuses to permit the addition of anyone to the lease, the family may not permit the new member to be added to the household unless the tenant moves to a new unit.

Visitors

Any adult not included on the lease agreement who has been in the unit more than fifteen (15) consecutive days with HA approval will be considered to be living in the unit as an unauthorized household member.

Absence of evidence of any other address will be considered verification that the visitor is a family member.

Statements from neighbors and/or landlord will be considered in the making the determination.

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and the HA will terminate assistance since prior approval was not requested for the addition.

C. Citizenship/Eligible Immigrant status

On June 19, 1995, HUD implemented Section 214 of the Housing and Community Development Act of 1980. This regulation required that Housing Authorities only provide housing assistance to citizens or eligible non-citizens. Ineligible non-citizens were to be denied admission to housing assistance programs or faced possible termination from housing assistance participation within three years.

On February 27, 1997, pursuant to its rights under the law, the SFHA opted out of the requirements of Section 214 of the Housing and Community Development Act of 1980 and no longer required families to certify their immigration status as a prerequisite to receiving housing assistance or continuing to receive housing assistance.

On October 21, 1998, Congress passed the Quality Housing and Work Responsibility Act (QHWRA) of 1998. This Act rescinded the SFHA's right to opt out of the certification requirements of Section 214. All Housing Authorities must now implement the requirements of Section 214 and verify the immigration status of all applicants and participants of subsidized housing programs.

Below are the proposed procedures of implementation to be used within the Leased Housing Division of the San Francisco Housing Authority (SFHA) to comply with the QHWRA of 1998.

The SFHA will administer the restrictions on the use of assisted housing by non-citizens with ineligible immigration status imposed by this rule in conformity with the Federal nondiscrimination requirements of, including, but not limited to the following:

- Title VI of the Civil Rights ACT of 1964(42 U.S.C. 2000d-2000d5) and the implementing regulations in 24 CFR Part 1;
- Section 504 of the Rehabilitation Act of 1973(29 U.S.C. 794) and the implementing regulations in 24 CFR Part 8;
- The Fair Housing Act(42 U.S.C. 3601-3619) and the implementing regulations in 24CFR Part 100; and
- Any other civil rights statutes cited in the applicable program regulations.

TENANT NOTIFICATION:

Each Section 8 assisted family and applicant will be sent a written notification of the non-citizen regulation. This process will occur through a mass mailing to all current Section 8 participants and applicants on the Section 8 waiting list. The notice will provide information about Section 214 of the Housing and Community Development Act of 1980, a statement of the types of required proof of verifications for those claiming eligible immigration status, a statement informing the family of the possible types of assistance they may be eligible for, the methods of verification to be used to verify a tenant's claim of eligible immigration status and a statement of possible extension to provide evidence needed to verify eligible immigration status. The notice will be available in various languages including Chinese, Spanish, Vietnamese, Russian and Cantonese.

Each client will also be provided with a copy of the notification at the point of notification for his or her annual re-certification along with the required documents to have during their office interview. This process will commence effective the Monday following passage of the resolution by the Board. During the interview process each

family member will be required to sign a Declaration of Citizenship Status statement. The head of household will be required to sign on behalf of all minor children. Any household consisting of non-citizens must sign the Verification Consent Form in order to authorize the HA to verify the family members' immigration status through the SAVE system. Each family member will be required to submit a declaration only once. Declarations will be required for all additional family members before they are added to the Section 8 assisted household.

All participants that have had their INS status verified and a record exists in their files will not be required to re-verify their status unless they are reporting a change in immigration status.

APPLICANT VERIFICATION:

Individuals or families applying for Section 8 housing assistance must provide proof of citizenship or eligible immigration status at the time of the final eligibility determination. If at that time, it is determined that the individual, family or family members do not have eligible immigration status, the provisions of the HUD rule as set forth shall be applied.

DECLARATION CATEGORIES:

Each client shall fall into one of three categories: 1) Citizen, 2) Non-Citizen with eligible immigration status, 3) Ineligible non-citizens. Only family members claiming non-citizenship with eligible immigration status will be verified, except person 62 years or older as of September 30, 1996. Persons 62 years of age on or after September 30, 1996 will be required to provide proof of their age. Persons claiming ineligible status will not be verified. Persons determined ineligible after verifications have been made or individuals not contesting ineligible citizenship status will be placed on an ineligible list.

DOCUMENTS OF ELIGIBLE IMMIGRATION STATUS:

- A) General The HA shall request and review original documents of eligible immigration status. The HA shall retain photocopies of the documents for its own records and return the original documents to the family.
- B) Acceptable Evidence Of Eligible Immigration Status The original of one of the following documents is acceptable evidence of eligible immigration status, subject to verification in accordance 24 CFR Section 5.512. (Note: Sample forms of acceptable evidence of eligible immigration status are illustrated in Appendix A of the INS SAVE Program Instructions Manual for HUD. SAVE is an acronym for Systematic Alien Verification for Entitlements.
 - 1) Form I-151-Alien Registration Receipt Card (issued to lawful permanent residents prior to 1979). Form I-151 will no longer be valid after March 20,

- 1996. Detailed information on how and where to apply for a new green card may be obtained by telephoning the INS toll-free number: 1-800-755-0777.
- 2) Form I-551, Alien Registration Receipt Card (for permanent resident aliens);
- 3) Form 1-94, Arrival-Departure Record, with one of the following annotations:
 - (a) "Admitted as Refugee Pursuant to Section 207";
 - (b) "Section 208" or "Asylum";
 - (c) "Section 243(h)" or "Deportation stayed by Attorney General";
 - (d) "Paroled Pursuant to Section 212(d)(5) of the INA";
- (4) If Form 1-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
 - (a) A final court decision granting asylum (but only if no appeal is taken);
 - (b) A letter from an INS asylum officer granting asylum (if application filed before October 1, 1990);
 - (c) A court decision granting withholding of deportation; or
 - (d) A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990)
- 5) Form I-688, Temporary Resident Card, which must be annotated "Section 245A" or "Section 210";
- 6) Form I-688B, Employment Authorization Card which must be annotated "Provision of Law 274a12(11)" or "Provision of Law 274a.12";
- 7) A receipt by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified; or
- C) Other acceptable evidence. If other documents are determined by the INS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.

VERIFICATION PROCEDURES:

For applicants and Section 8 participants, family members claiming non-citizen with eligible immigration status will be verified through the use of the Immigration and Naturalization Service – System for Alien Verification for Entitlement (SAVE) Internet

<u>Verification System</u>. The SAVE system will be the primary method of verification. However, when the SAVE system does not confirm eligible status, or cannot find record to provide status, or verify immigration status, a manual verification system will be employed. Verification via the SAVE system shall not occur unless the family has signed a Verification Consent Form.

The manual verification will and must be requested within ten (10) days of receiving the primary verifications. The manual verifications will include: A signed Declaration of Section 214, Verification Consent form, front and back copies of the documents submitted by the family to support their claim and the INS phone verification number provided by the INS SAVE system. These forms will be sent to the CA-INS File Control Office/Appraisers Building/630 Sansome Street, Room 300-Attention: Immigration Status Verifier-San Francisco, CA 94102.

For each family member who is a United States citizen, the evidence consists of a signed declaration of U.S. citizenship.

For each family member electing not to confirm that he/she has eligible immigration status, the member(s) must be listed separately. A signature from the individual(s) is optional. However, the head of house or spouse with eligible immigration status must sign and date the list. No further verification is needed. The family electing not to declare citizenship status is ineligible for housing assistance.

EXTENSIONS:

Extensions will be granted upon the family's written request if the head of household certifies to the following: The family member for whom they are requesting an extension is a citizen or a non-citizen with eligible immigration status; and the evidence needed is temporarily unavailable and the additional time is needed to obtain the information; and they will make prompt and diligent efforts to obtain the evidence needed to verify the eligible immigration status. Extension will be granted for a period of fifteen (15) days with a maximum of thirty. However, the additional fifteen (15) days will be granted only at the request of the family.

The Leased Housing Department will supply the extension request notice to the tenant. Included in the notice will be the required certifications needed as grounds to allow an extension and a statement of understanding that if the family is granted an extension and fails to submit the needed evidence a decision will be made based on the information in the file and the family's assistance may be reduced or terminated. A family may submit a written request for an extension that will be acceptable to the Housing Authority's Leased Housing Division.

If a family is granted an extension and fails to supply the needed evidence within the specified time stated, the Housing Authority will make a decision based on the information already submitted, or not submitted by the family. The family will receive a written notification of the decision that was made. Included with the notice will be a

right to appeal statement informing the family of the right to request a hearing and a hearing request form.

FAMILY TYPE DETERMINATION:

Family type will be determined for all Section 8 clients. The family types are: Members claiming citizenship, non-citizen with eligible immigration status, non-citizen status.

Families eligible for continued full assistance are:

- 1) A family containing all citizens.
- 2) A family with mixed members that include citizens and non-citizens with eligible immigration status; and either the head or spouse has eligible immigration status; and does not include ineligible family members other than the children or parents of the head or spouse; and was receiving assistance prior to June 19, 1995. A mixed family receiving assistance after June 19, 1995 shall be eligible for prorated assistance.

A family eligible for prorated assistance is:

1) A family that includes eligible and ineligible family members.

Families eligible for deferred termination are:

- 1) A family that includes no eligible family members.
- 2) A family not eligible for continued assistance that includes eligible and ineligible family members and elects not to accept prorated assistance.

PRORATED ASSISTANCE:

A family receiving prorated assistance will receive assistance only for those family members that are eligible family members. The Housing Assistance Payment will be calculated by dividing the HAP payment by the total number of family members and then multiplied by the total number of eligible family members.

<u>Total HAP Payment</u> X Eligible Family Members
Total family members

DEFERRED TERMINATIONS:

A family receiving deferred termination will receive the full assistance amount for an amount of time to be determined by the HA, but not more than six (6) months at a time for a maximum of eighteen (18) months. However, at the end of the deferral period the family's assistance will be completely terminated.

A family under a deferred termination will be called into the office at least every six months to review their eligibility for additional deferral periods. This will be tracked through the use of the Division's CCS computer system by installing a bi-yearly anniversary date into the system. Families opting for deferred termination must verify that they have been actively searching for alternate housing and conditions set forth in 24 CFR Section 5.518 (b)(5)(i)(B) are met to qualify for additional six- month deferral periods. However, at no time can the total cumulative allowable deferral time exceed eighteen (18) months.

SWITCHING SUBSIDY TYPES

Prior to expiration of the final deferral period, families may request to be switched to prorated assistance if it can be shown by the PHA that there is an inadequate supply of affordable housing for the area which is generally defined as having a vacancy rate of five percent (5%) or less.

NOTIFICATION PERIOD

A family must be notified in writing sixty (60) days prior to the expiration of a deferral period and that the deferral period will be extended again for an additional period of six months provided that an additional deferral period does not exceed the maximum deferral period of eighteen (18) months.

In addition, a family must be notified in writing sixty (60) days prior to expiration of the deferral period if it is determined that no further deferral periods are permitted because the family has utilized all eighteen (18) months of time.

Staff will keep a tickler file of all families who choose deferred termination to monitor and track the number of deferral periods granted and the point at which notification must be sent to each family.

STAFF VERIFICATIONS:

Any family member who declares him or herself to be an eligible non-citizen must have their immigration status verified by the SFHA staff utilizing the INS Internet-Based SAVE system. All staff persons within the Leased Housing Division will be trained to use the INS SAVE system. However, in the case of secondary manual verifications three staff persons will be trained in these procedures with one staff person responsible for the submission and follow-up on these verification. Any staff member needing a secondary

verification will submit copies of the signed Declaration of Section 214 Status, Verification Consent Form, the primary request verification and copies of the documents the family submitted as evidence to the designated person.

Each staff person submitting information will be required to keep a log of the name of the families for whom they have submitted requests. The assigned staff person will provide, once a month, to the staff a list of their clients for whom the verification process has been completed. The assigned staff person will be responsible to follow-up with the INS for families for which no response is returned by the INS.

Once secondary verification is obtained, staff will notify the family of the results only if secondary verification could not be provided or could not verify eligible immigration status.

APPEALS AND HEARING:

A family must file an appeal within thirty (30) days with the INS after secondary verification fails to confirm eligible immigration status. Any decision to reduce or terminate the family's assistance will be temporarily suspended pending the outcome of the INS hearing. However, the family must inform the HA of its intent to file an appeal with the INS by supplying the HA with a copy of the appeal notice and proof of service to the agency. (A copy of INS Verification Request G845S and a cover letter will serve as proof.)

If the INS appeal hearing does not verify eligible immigration status the HA will determine the family type and send written notification of its decision to the family. The family may request a hearing with the HA within thirty (30) days of the date the HA mails or delivers the notice of pro-ration or termination, or within thirty days of the INS appeal decision, as established by the postmark. The family may also choose to file a request for an informal hearing in lieu of the INS appeal within thirty (30) days of the INS notification of failure to confirm eligible immigration status.

DELAY, DENIAL, OR TERMINATION OF ASSISTANCE:

The SFHA shall not delay or deny assistance to an applicant nor delay, deny or terminate assistance to a tenant on the basis of immigration status of a family member if:

- 1. The primary and secondary verification of any immigration documents that were timely submitted have not been completed;
- **2.** The family member for whom required document evidence has not been submitted has moved from the tenant's dwelling;
- **3.** The family member who is determined not be an eligible immigrant following INS verification has moved from the tenant's dwelling;
- **4.** The INS appeals process has not been concluded;
- 5. For a resident, the SFHA informal hearing process has not been concluded;

- **6.** Assistance is pro-rated;
- 7. Assistance to a mixed-family is continued; or
- **8.** Assistance to an applicant may be delayed after the conclusion of the INS appeal process, but not denied until the conclusion of the SFHA informal hearing process, if an informal hearing is requested by the applicant.

Assistance to an applicant shall be denied and a tenant's assistance shall be terminated in accordance with the procedures for any of the following events:

- 1. Evidence of citizenship (i.e. the Declaration) and eligible immigration status is not submitted by the date specified or by the date of any extension granted; or
- 2. Evidence of citizenship and eligible immigration status is submitted timely, but INS primary and secondary verification does not verify eligible immigration status of a family member; and
 - a) The family does not pursue INS appeal or SFHA hearing rights; or
 - **b**) INS appeal and the SFHA hearing rights are pursued, but the final appeal or hearing decisions is decided against the family member; and
 - c) The assisted family is ineligible for prorated assistance.

FRAUD

PROCEDURES WHEN FRAUD IS SUSPECTED WITH RESPECT TO A DECLARATION OF CITIZENSHIP

The non-citizen rule added an *eligibility* requirement for applicants/residents/program participants to obtain or continue housing assistance. Applicants are required to sign a declaration of citizenship or immigration status at the time of the interview. Residents or program participants are required to submit the declaration at the time of the first annual re-certification after the June 19, 1995 effective date.

The regulations specify that the evidence of citizenship is a signed declaration- No further verification is required,

The 1988 proposed rule included a "reason to Suspect" provision which authorized housing authorities to begin termination Procedures whenever it obtained evidence of conflicting or inconsistent information regarding an individual who had claimed U.S. citizenship. This *provision was deleted from the final rule*.

If the Housing Authority receives concrete information that provides a substantial basis to believe the applicant/resident/program participant may have deliberately misrepresented his or her eligibility status and is receiving financial assistance for which the family may not be eligible, the Housing Authority shall take the steps set forth below.

IT IS IMPERATIVE THAT THE INFORMATION IS <u>CONCRETE</u> RATHER THAN JUST A STAFF PERSON'S SUSPICION.

- 1. When the Authority obtains concrete evidence of conflicting information, the Authority will:
 - Obtain additional information from other persons or agencies
 - Take other actions to verify either the applicant/resident/program participant's information or the conflicting information
- 2. If the Authority's efforts conclude that the applicant/resident/program participant supplied incorrect information, then staff must:
 - Document the findings
 - Notify the applicant/resident/program participant in writing of the error, identifying what information is believed to be incorrect
 - Provide the applicant/resident/program participant with an opportunity to meet with SFHA staff within 10 calendar days to discuss the allegation(s)
 - Inform the applicant/resident/program participant that failure to do so may result in the termination of the resident/program participant's assistance or denial of the application
 - Arrange the meeting with a SFHA representative who has not been involved in any manner with the review of the allegedly false information.
- 3. If the applicant/resident/program participant responds and convinces the Authority that the submissions were correct, then:
 - Staff shall document the record accordingly and close the investigation.
 - Rental assistance payments continue to be made at the set amount.
 - There is no adjustment to the applicant/resident/program participant's rent.

END OF INVESTIGATION

- 1. If the Authority determines that there is adequate basis for further investigation, then the Authority should require the applicant/resident/program participant to submit whatever documentation is necessary to resolve the issue.
- 2. If the applicant/resident/program participant chooses to provide a new declaration as an eligible non-citizen, then:
 - Staff shall have the applicant/resident/program participant complete a verification consent form and submit required evidence.
 - Staff shall conduct a primary verification and, if necessary, forward that information to the INS for secondary verification.
- 3. If the applicant/resident/program participant is still found ineligible at the end of the Verification process or chooses not to contend eligible status, then the Authority shall take the appropriate action to:
 - Adjust the rent
 - Terminate the assistance
 - Deny the application

Families who knowingly permit an ineligible individual to reside on a permanent basis in the family's unit shall have their financial assistance suspended for a minimum period of twenty-four (24) months.

4.0 ADMINISTRATION OF WAITING LIST

4.1 OPENING THE WAITING LIST

Applications for the Section 8 Program may only be made when the Section 8 waiting list is open for applications

The SFHA will accept applications for placement on the waiting list at which time the applicant will self-declare their eligibility based on the eligibility requirements noted in the published announcement of the opening of the waiting list. Just prior to issuing a voucher, applicants will be required to complete an application for final eligibility determination whereby the SFHA staff will verify all income, assets and the preferences declared by the applicant during the pre-application stage.

Pre-applications will only be accepted during the advertised periods of enrollment. These enrollment periods are determined based upon the need for the SFHA to augment its waiting list so that the SFHA will have a sufficient number of applicants to maintain an adequate level of occupancy. Generally, enrollment will be accepted when the remaining applicants on the current waiting list are expected to be contacted for assistance within the next twelve months.

The Section 8 waiting list will remain closed except for periods of targeted outreach to meet regulatory requirements under the Project-Based Voucher Program.

4.2 APPLICATION PROCESS

The SFHA will take pre-applications pursuant to a public advertisement. Pre-application intake will be announced to the public at least 15 days prior to the start of the pre-application process. Advertisements will be placed in the following:

- San Francisco Chronicle
- Minority-owned and foreign language newspapers
- Posting in the lobby of the SFHA office at 440 Turk Street and the Leased Housing Division office.
- Posting in offices of the Public Housing developments of the SFHA
- Radio and television stations in order to inform the visually impaired
- Notices circulated for posting at social service agencies, community centers and Bay Area Public Housing Agencies.

The advertisement will inform interested parties of the pre-application system to be used by the SFHA; the dates, times and locations pre-applications can be obtained; the deadline date, method and location for submitting the pre-applications and basic eligibility requirements. In addition, the advertisement will indicate that only applications received by the deadline shall be considered for the waiting list.

4.3 RANKING METHOD

Pre-applications will be selected from the total applicant pool and assigned a date and time by random lottery and assigned a unique date and time of application and ranked on the waiting list by preference category. The pre-application will ask applicants to designate which priority category they believe they will qualify for. Pre-applications will be sorted within each preference category by the randomly generated unique date and time assigned to each family and a list generated in rank order.

Each applicant will be provided with a description of all SFHA preferences and will be required to self-certify, at the time of pre-application, whether the household qualifies for a preference. Selection from the waiting list will be based on pre-applicant self-certification. At the time of final eligibility determination, SFHA applicants will be required to certify to all information they provide to SFHA and to sign verification forms permitting the release of information from verifying agencies, including the Authorization to Release Information/Privacy Act Notice form which is a general release form. Documentation of all verifications will be placed in the applicant/participant file.

Family income and assets and all factors related to eligibility must be verified, including preferences and immigration eligibility. Verifications must be completed before an applicant will be issued a voucher except as authorized by Section 214 of the Housing and Community Development Act of 1980 regarding INS certification. SFHA will use third party verification whenever possible. This will include mailing forms directly to the third party and having them mailed back to SFHA. If third party written verification is not possible, SFHA will review documents brought in by applicants/current participants or obtain oral verification with the third party by phone, documenting name, department, position, date of verification and other pertinent information. If there are no documents, SFHA may use a notarized applicant certification for verification.

If the priority category changes for any reason, the applicant will be placed in the appropriate preference category sorted by application date and time.

4.4 CLOSING OF THE WAITING LIST

The advertisement opening the waiting list will also specify when the period for submitting pre-applications will end. As such, there will not be a need to separately advertise the closing of the list. A notice will be posted in the lobby of the main office of the SFHA (440 Turk Street) and the Leased Housing Division office advising interested

parties that the SFHA is not accepting pre-applications for the Section 8 voucher program.

5.0 SELECTION FROM THE WAITING LIST

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

In cases where two "regular" wait lists overlap, applicants on the existing wait list receive priority over applicants on a new wait list. All applicants will be called in for eligibility determination prior to selecting any families from the new wait list.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the SFHA will use the assistance for those families.

The SFHA reserves the right to open the Section 8 Wait List in order to permit interested applicants to apply to the Section 8 Program for Project-based activity.

5.2 PREFERENCES

In accordance with the Quality Housing and Work Responsibility Act of 1998, SFHA will administer its Section 8 programs so that the following Income Targeting objectives are achieved for the period from April 1, 1999 through September 30, 2000, and for each fiscal year thereafter:

- Not less than 75% of new admissions to the tenant-based Section 8 assistance program must have incomes at or below 30% of the area median family income.
- The remainder of new admissions to the tenant-based Section 8 assistance program will have incomes at or below 80% of the area median family income, in accordance with HUD guidelines which generally limit admissions to families with incomes at or below 50% of the area median.
- Not less than 40% of new admissions to project-based Section 8 assistance programs must have incomes at or below 30 % of the area median income.
- The remainder of new admissions to project-based Section 8 assistance programs must have incomes at or below 80% of the area median.]

Not withstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the SFHA retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

The SFHA has adopted the Federal Preferences as Local Preferences in administering its assisted housing programs.

The SFHA employs the following system of local preferences in administering its wait list. The local preferences consist of (a) involuntarily displaced, (b) substandard housing and (c) paying more than 50% of income for housing. The SFHA will weigh each local preference equally. That is, an applicant that meets the federal definition of any or all of the local preferences will receive an equal priority. The Local Preferences are defined as follows:

1. INVOLUNTARY DISPLACEMENT:

An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

Natural Disaster: a disaster such as a fire, flood or earthquake that resulted in the uninhabitability of the applicant's unit.

Domestic Violence: an applicant who has vacated due to actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other household member, who lives in housing with an individual who engages in such violence.

Government Action: an action of a government agency related to code enforcement or public improvement or development.

Landlord Action: an action by a housing owner that results in an applicant's having to vacate his or her unit, where the reason for the owner's action was beyond the applicant's ability to control or prevent, and despite the applicant having met all previously imposed conditions of occupancy, and the action is other than a rent increase.

2. SUBSTANDARD HOUSING:

Homeless: An applicant who is a "homeless family" shall be considered to be living in substandard housing if the individual or family:

Lacks a fixed regular, and adequate nighttime residence; and

Has a primary residence that is:

A supervised publicly or privately operated shelter designed to provide temporary living accommodations, (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or

An institution that provides a temporary residence for individuals intended to be institutionalized; or

A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to state or federal law.

Non-Homeless: A non-homeless family is living in substandard housing if their present unit meets any of the following criteria: it is "dilapidated;" it does not have operable indoor plumbing; it does not have a usable flush toilet and a usable bathtub or shower inside the unit for the exclusive use of the family; it does not have electricity, or has inadequate or unsafe electrical service; it does not have a safe or adequate source of heat; it should, but does not have a kitchen, or it has been declared unfit for habitation by a government agency. A housing unit is "dilapidated" if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family or it has one or more critical defects or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may have resulted from the original construction, or from continued neglect or lack of repair, or from serious damage to the structure.

3. PAYING MORE THAN 50% OF INCOME FOR HOUSING:

An applicant shall qualify for this federal preference if the family is paying more than 50 percent of the total family income for rent. However, an applicant may not qualify for a preference under this section if the applicant is paying more than 50 percent of family income to rent a unit because his or her housing assistance under the public housing, Section 8 program, or any program under the Housing and Urban Development Act of 1965 with respect to that unit has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures with respect to the occupancy of under-occupied and overcrowded units.

The SFHA has adopted the following as secondary local preferences:

- 1. Residency status: A family is considered a "resident" of the City and County of San Francisco, if (a) they live in San Francisco or (b) the head of household or spouse is employed or has been notified that he/she has been hired to work in San Francisco. The Family must submit documentation that provides a current address of residency or employment and sign a waiver to permit the SFHA to verify the address.
- 2. Veterans status: A member of the United States Armed Forces honorable discharged from service or currently listed and is the head of house hold or spouse of the applicant family. Verification will be provided by the Veterans Administration.
- 3. Welfare to Work: A participant who is in good standing in the Welfare to Work Program associated with CALWORKS and the Department of Human

Services, or similar Government Agency, for the purposes of self sufficiency from Public Assistance.

Notwithstanding the wait list preferences listed above, for in-place tenants on the date of project selection of Project-Based Voucher units, they will be added to the Section 8 Wait List and be given an absolute preference to be assigned a PBV unit in their assisted property.

5.3 ORDER OF SELECTION

The SFHA will rank and admit applicants from the waiting list in accordance with the following priority categories:

Level of Priority	Category One	Category Two	Category Three	Category Four
1	Local Preference	Resident	Veteran	Welfare to Work
2	Local Preference	Resident	Veteran	Non-Welfare to Work
3	Local Preference	Resident	Non-Veteran	Welfare to Work
4	Local Preference	Resident	Non-Veteran	Non-Welfare to Work
5	Local Preference	Non-Resident	Veteran	Welfare to Work
6	Local Preference	Non-Resident	Veteran	Non-Welfare to Work
7	Local Preference	Non-Resident	Non-Veteran	Welfare to Work
8	Local Preference	Non-Resident	Non-Veteran	Non-Welfare to Work
9	No Local Preference	Resident	Veteran	Welfare to Work
10	No Local Preference	Resident	Veteran	Non-Welfare to Work
11	No Local Preference	Resident	Non-Veteran	Welfare to Work
12	No Local Preference	Resident	Non-Veteran	Non-Welfare to Work
13	No Local Preference	Non-Resident	Veteran	Welfare to Work
14	No Local Preference	Non-Resident	Veteran	Non-Welfare to Work

15	No Local Preference	Non-Resident	Non-Veteran	Welfare to
				Work
16	No Local Preference	Non-Resident	Non-Veteran	Non-Welfare
				to Work

5.4 UPDATING OF THE WAITING LIST

In order to ensure the waiting list is accurate and current, the SFHA will update the waiting list periodically, but no more than annually, by requesting each household to submit a revised pre-application form. The following guidelines will govern update procedures:

- The SFHA will mail an update request letter and a blank pre-application form to each household on the waiting list.
- The request will be mailed to the applicant's last known address. Applicants will be advised in the eligibility letter of their responsibility to notify the SFHA, in writing, of any address changes. If the applicant fails to notify the SFHA of an address change, the SFHA accepts no responsibility for the applicant's failure to receive the update request.
- The update request letter will include a deadline date by which applicants must return the pre-application and will specify return by mail or in person. The letter will inform the applicant that if the SFHA fails to receive the updated pre-application form by the deadline date, the applicant's name will be removed from the waiting list.
- Applicants will be given a reasonable time to complete and return the updated pre-applications, generally not less than 14 calendar days.
- The SFHA accepts no responsibility for delays created by the United States Postal Service.
- The SFHA will make reasonable accommodations for the special needs of disabled applicants if the SFHA has been made aware of those needs.
- The SFHA will acknowledge all updated pre-applications received, in writing, to each applicant which will include a determination of eligibility, ineligibility or change in preference status.

5.5 PROCEDURES FOR REMOVING NAMES FROM THE WAITING LIST

The SFHA will not remove an applicant's name from the waiting list unless:

A. The applicant requests that the name be removed;

- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments; or
- C. The applicant does not meet either the eligibility or screening criteria for the program.

If an applicant is withdrawn from the application process for any reason due to non-response to correspondence by the family, the SFHA may re-instate the application upon contact by the family within one year of the withdraw date provided the family provides a reasonable explanation for the lack of contact with the SFHA during the withdraw period that is acceptable to the SFHA.

Consideration will be given to families who fail to respond to correspondence due to a disability to determine if an accommodation is warranted or in cases where an emergency situation, such as hospitalization, fire, death, etc., has arisen. The applicant family will be required to prove their claim to the SFHA's satisfaction to receive further consideration.

5.6 REFUSAL TO LIST AN APPLICANT OR REMOVAL OF AN APPLICANT FOR SPECIFIC GROUNDS

The SFHA may deny listing an applicant on the waiting list, remove an applicant from the waiting list, deny or withdraw a voucher, refuse to enter into a Housing Assistance Payments (HAP) Contract or approve a lease and refuse to process or provide assistance under portability assistance for any of the reasons listed in 24 CFR 982.552 (b) (violation of family obligations; member of family previously evicted from public housing; HA has terminated assistance to any member of the family in the past; member of family convicted of drug-related or violent criminal activity; member of family commits crime in connection with any federal housing program; family owes rent to SFHA or another HA; family has not reimbursed SFHA or another HA for amount paid to an owner under a HAP contract; family breaches an agreement with SFHA or another HA to repay amounts owed; family participating in the FSS program fails to comply with the contract of participation; family engaged in or threatened abusive or violent behavior). If denied under this paragraph, the SFHA will provide notice and offer the applicant an informal review in accordance with procedures in part L of this Admin Plan.

5.7 GROUNDS FOR DENIAL

The SFHA may deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;

- C. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property. In determining whether to deny assistance, the SFHA will review criminal background checks for all adults and look at criminal activity list for the past ten (10) years. Any drug activity from 0 to 10 years old will result in automatic denial. Applicant may appeal upon denial and present mitigating evidence.
- F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.
- G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- H. Have a family member who was evicted from public housing within the last three years;
- I. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- J. Have a family member who is illegally using a controlled substance or abuses alcohol, or engages in any other criminal activity which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The SFHA may waive this requirement if:
 - 1. The person demonstrates to the SFHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;

- 3. The household member who engaged in drug-related criminal activity or alcohol abuse and behavior that interfered with the health and safety or right to peaceful enjoyment of the premises by other residents is removed from the family household composition;
- 4. The person has otherwise been rehabilitated successfully as determined by the SFHA based on evidentiary supporting material; or
- 5. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any SFHA staff or residents;
- L. Have a family household member who has been terminated under the Voucher Program during the last three years;
- M. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);
- N. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).
- O. Anyone enrolled in an institution of higher education and is under 24 years of age; is not a veteran; is unmarried; does not have dependent children; is not otherwise individually eligible or has parents who, individually or jointly, are not eligible on the basis of income to receive assistance under the Section 8 Program.
- P. Who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

5.8 INFORMAL REVIEW

If the SFHA determines that an applicant does not meet the criteria for receiving Section 8 assistance, the SFHA will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The SFHA will describe how to obtain the informal review. The informal review process is described in Section 15.2 of this Plan.

If an applicant is denied admission due to criminal activity listed on a criminal record, a copy of the criminal record shall be provided to the applicant and the applicant shall be given an opportunity to dispute the decision in the Informal Review process.

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The SFHA will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family's level of assistance. The following guidelines will determine each family's voucher size:

Number Bedrooms	Number of Bedrooms		Number of Persons	
		Minimum	Maximum	
0		1	1	
1		1	2	
2		2	4	
3		3	6	
4		4	8	

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults of the same sex related by blood will share a bedroom.

In determining bedroom size, the SFHA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school or temporarily in foster-care.

Bedroom size will also be determined using the following guidelines:

- A. Household members of the same sex, regardless of age, will share a bedroom.
- B. Children of the opposite sex, both under the age of three (3) will share a bedroom.
- C. A parent and child, regardless of age, may be issued a two-bedroom Voucher.
- D. Live-in aides may get a separate bedroom.

Single person households will be issued a Studio Voucher. However, should the family locate a one-bedroom unit, the SFHA reserves the right to upgrade the family's Voucher to a one-bedroom subsidy.

The SFHA will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary. In general, valid reasons for larger BR size Vouchers should document the family's need for medical equipment that would not ordinarily be accommodated in the appropriately sized unit as a result of a disability. However, the SFHA reserves the right to review each case on an individual basis to make final determination of the need for an additional bedroom.

6.0.1 OCCUPANCY STANDARDS

The SFHA will follow an occupancy policy, which prevents overcrowding of units or under utilization of units. The following guidelines shall determine the minimum and maximum number of occupancy per unit size:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
SRO	1	1
0	1	2
1	1	4
2	2	6
3	3	8
4	4	10

The family unit size will be determined by the SFHA in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

The SFHA shall consider Single Room Occupancy (SRO) units for occupancy under the tenant-based Housing Choice Voucher Program exclusively as a reasonable accommodation for a person with disabilities.

6.1 BRIEFING

When the SFHA selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to receive a voucher the family is required to attend the briefing. If they cannot attend the originally scheduled briefing, they may attend a later session. Failure to attend a briefing without good cause may result in denied admission. The family will be given an opportunity to reschedule a briefing only once.

If an applicant with a disability requires auxiliary aids to gain full benefit from the briefing, the Housing Authority will furnish such aids where doing so would not result in a fundamental alteration of the nature of the program or in an undue financial or administrative burden. In determining the most suitable auxiliary aid, the Housing Authority will give primary consideration to the requests of the applicant. Families unable to attend a briefing due to a disability may request a reasonable accommodation such as having the briefing presented at an alternate location.

The briefing will cover at least the following subjects:

- A. A description of how the program works;
- B. Family and owner responsibilities;
- C. Where the family may rent a unit, including inside and outside the Housing Authority's jurisdiction;
- D. Types of eligible housing;
- E. For families qualified to lease a unit outside the Housing Authority's jurisdiction under portability, an explanation of how portability works;
- F. An explanation of the advantages of living in an area that does not have a high concentration of poor families; and
- G. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income at initial unit lease up.

6.2 PACKET

During the briefing, the Housing Authority will give the family a packet covering at least the following subjects:

A. The term of the voucher and the Housing Authority's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;

- B. How the Housing Authority determines the housing assistance payment and total tenant payment for the family;
- C. Information on the payment standard, exception payment standard rent areas, and the utility allowance schedule;
- D. How the Housing Authority determines the maximum rent for an assisted unit:
- E. Where the family may lease a unit. For families qualified to lease outside the Housing Authority's jurisdiction, the packet includes an explanation of how portability works;
- F. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease, and a sample contract;
- G. The request for approval of the tenancy form and an explanation of how to request Housing Authority approval of a unit;
- H. A statement of the Housing Authority's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the Housing Authority to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the Housing Authority will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug-related criminal activity or any violent criminal activity;
- I. The Housing Authority's subsidy standards, including when the Housing Authority will consider granting exceptions to the standards;
- J. The HUD brochure on how to select a unit ("A Good Place to Live");
- K. The HUD-required lead-based paint brochure;
- L. Request For Extension Form
- M. Housing Search Tracking Form
- N. Information on Federal, State, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;

- O. A list of landlords or other parties known to the SFHA who may be willing to lease a unit to the family or help the family find a unit;
- P. Notice that if the family includes a person with disabilities, the family may request a current list of accessible units known to the SFHA that may be available:
- Q. The family's obligations under the program;
- R. The grounds upon which the Housing Authority may terminate assistance because of the family's action or inaction;
- S. SFHA informal hearing procedures, including when the Housing Authority is required to provide the opportunity for an informal hearing, and information on how to request a hearing; and
- T. The SFHA owner information brochure. This brochure can be given by the applicant to a prospective owner to help explain the program.

6.3 ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY

Beginning October 1, 1999, the SFHA will issue only vouchers. Treatment of previously issued certificates and vouchers will be dealt with as outlined in Section 20.0- Transition to the New Housing Choice Voucher Program.

The number of vouchers that the SFHA can issue at any time is based on the amount of Annual Contributions available to the program. When the SFHA determines that sufficient funding is available to support additional assisted units, applicants at the top of the waiting list will be scheduled to come to the SFHA to fill out the final application and attend a briefing session. Information used in the final application will be verified as indicated above under Section 3.0. The SFHA may "over-issue" the number of vouchers in order to account for voucher holders who are unsuccessful in locating housing.

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the SFHA will issue the voucher. At this point the family begins their search for a unit.

All families issued a voucher for the first time (defined as selected off the wait list) must live in San Francisco for the initial 12-month term of their assisted tenancy. Portability can only be exercised after the initial term.

Exceptions will be considered on a case by case basis for disabled households, family medical emergencies, death in the family, domestic violence, documented

secured job or educational opportunities or as deemed appropriate by the Program Administrator or his designee.

When the family finds a unit that the owner is willing to lease under the program, the family and the owner will complete and sign a Request for Tenancy Approval (RTA) and return it to the SFHA. The family can only submit the RTA to the SFHA during the term of the voucher. The SFHA will contact the owner and schedule an inspection of the unit to make an initial determination of approval of tenancy within 15 days of receipt of the RTA. The SFHA may assist the family in negotiating changes that may be required for the tenancy to be approvable. The 15 day period is suspended during any period the unit is unavailable for inspection. The Housing Authority will promptly notify the owner and the family whether the unit and tenancy are approvable.

During the initial stage of qualifying the unit, the Housing Authority may provide the prospective owner with information regarding the program. Information may include SFHA and owner responsibilities for screening and other essential program elements. The SFHA, upon request by a prospective owner, may provide the owner with the family's current and prior address as shown in the SFHA's records along with the name and address (if known) of the landlords for those addresses.

Additional screening is the responsibility of the owner. Upon request by a prospective owner, the SFHA will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with standard material lease terms.

6.4 TERM OF THE VOUCHER

The initial term of the voucher will be 90 days and will be stated on the Housing Choice Voucher. The start date of the Voucher will be the date the Voucher is provided to the applicant or participant. The SFHA will maintain a Register of issued Vouchers to track the term of the Voucher.

The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will never exceed 180 calendar days from the initial date of issuance. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant the length of request sought by the family or 90 days, whichever is less.

On November 22, 1999, the U S Department of Housing and Urban Development (HUD) transferred to the SFHA the discretion to extend the cumulative voucher

term beyond the 180-day limit, whether for reasonable accommodation or, other good cause determined by the SFHA. Therefore, the SFHA will follow the procedures listed below when granting extension for vouchers beyond the 180 days.

If a voucher is due to expire, the voucher holder may request an extension of the voucher. In order for a request for an extension to be considered by the SFHA, the following conditions must be met:

- 1. The request for an extension must be in writing,
- 2. The request must be made prior to the expiration of the voucher.
- 3. The voucher holder must provide documentation that demonstrates the failure to locate suitable housing was due to an unavailability of housing, unavailability of housing that accommodates a disability, a prolonged illness of the voucher holder, death of a family member or a need to care for a family member with a prolonged illness.

Non-Medical

- 4. Rents Higher than FMRs;
- 5. Vacancy Rates Between 0-3%;
- 6. Hard to house families;
- 7. Legal proceedings challenging Rents Ordinance as it pertains to Owner participation in Program for In-Place tenancy;
- 8. Financial Burden.
- 9. Domestic Violence

If the voucher holder is requesting an extension due to the unavailability of housing, the holder must submit information that provides the dates, names, and telephone numbers of owners contacted and the reasons why units were not rented. The SFHA may contact owners to verify information provided by the voucher holder.

If appropriate documentation is submitted, the SFHA will grant one 60-day extension of the term of the voucher. The SFHA will revise the voucher for the applicant or participant, which shows the new expiration date. Under no circumstances will the total term of the voucher exceed 240 days.

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension allowing the family the full 180 days search time. If the Housing Authority determines that additional search time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

6.4.1 SUSPENSION (TOLLING) OF VOUCHERS

The SFHA will suspend the term of the voucher upon the receipt of the Request for Tenancy Approval (RTA). The term will remain suspended while the unit is being processed by the SFHA. A unit can be withdrawn from consideration by the SFHA (by determining the unit or owner is ineligible or the rent requested by the owner is not approvable), by the owner or by the voucher holder. If a decision is made to withdraw the unit, the SFHA will provide the voucher holder with a written notice of this fact, the reason for the withdrawal and the number of days remaining on the term of the voucher (this tolling period can be overridden at the discretion of the supervisor or director if there is a situation where additional time is not warranted). The SFHA will provide the voucher holder with a new RTA and other appropriate forms. Under no circumstances will the total search time increase under the term of the voucher due to tolling.

6.5 APPROVAL TO LEASE A UNIT

The SFHA will approve a lease if all of the following conditions are met:

- A. The unit is eligible;
- B. The unit is inspected by the Housing Authority and passes HQS;
- C. The lease is approvable and includes the language of the tenancy addendum:
- D. The rent to owner is reasonable;
- E. The family's share of rent does not exceed 40% of their monthly adjusted income;
- F. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or the Housing Authority; and
- G. The family continues to meet all eligibility and screening criteria.

If tenancy approval is denied, the Housing Authority will advise the owner and the family in writing and advise them also of any actions they could take that would enable the Housing Authority to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

- A. The unit passes the Housing Authority HQS inspection;
- B. The family's share of rent does not exceed 40% of their monthly adjusted income;

- C. The landlord and tenant sign the lease to include the HUD required addendum; and
- D. The Housing Authority approves the leasing of the unit.

The Housing Authority will prepare the contract when the unit is approved for tenancy. Upon receipt of the signed contract, lease, the HUD required tenancy addendum, and all required documentation verifying ownership of the property, the Housing Authority will execute the contract. The Housing Authority will not pay any housing assistance to the owner until the contract is executed.

6.6 SFHA DISAPPROVAL OF OWNER

The Housing Authority will deny participation by an owner at the direction of HUD. The Housing Authority will also deny the owner's participation for any of the following reasons:

- A. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract;
- B. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- C. The owner has engaged in drug-related criminal activity or any violent criminal activity;
- D. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other Federal housing program;
- E. The owner refuses (or has a history of refusing) to evict families for drugrelated or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 1. premises by tenants, SFHA employees or owner employees; or
 - 2. residences by neighbors;
- F. Other conflicts of interest under Federal, State, or local law.

6.7 INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the Section 8 Tenant-Based Program:

- A. A public housing or Indian housing unit;
- B. A unit receiving project-based assistance under a Section 8 Program;
- C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
- D. College or other school dormitories;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- F. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and
- G. A unit receiving any duplicative Federal, State, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The SFHA will not approve a lease for any of the following special housing types:

- A. Congregate housing
- B. Group homes
- C. Shared housing
- D. Cooperative housing
- E. House Boats
- F. Single room occupancy housing (except under special programs and as a reasonable accommodation for a disabled person)

The SFHA will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Manufactured housing
- D. Manufactured home space rentals

6.8 SECURITY DEPOSIT

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

7.0 MOVES WITH CONTINUED ASSISTANCE

Participating families are allowed to move to another unit after the initial 12 months has expired, by giving owner a 30 day notice in accordance with the lease agreement. The SFHA will issue the family a new voucher if the family does not owe the SFHA or any other Housing Authority money, has not violated a Family Obligation, and if the SFHA has sufficient funding for continued assistance.

7.1 WHEN A FAMILY MAY MOVE

For families already participating in the Voucher Program, the SFHA will allow the family to move to a new unit if:

- A. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or
- B. The tenant has given notice of lease termination (in accordance with lease agreement).
- C. Families participating in the Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstance will the SFHA allow a participant to improperly break a lease. Under extraordinary circumstances the SFHA may consider allowing more than one move in a 12-month period.

7.2 PROCEDURES REGARDING FAMILY MOVES

Families considering transferring to a new unit will be scheduled to attend a mover's briefing. All families who are moving, including any families moving into or out of the SFHA's jurisdiction, will be required to attend a mover's briefing prior to the SFHA executing a new HAP contract on their behalf.

This briefing is intended to provide the following:

- A. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition;
- B. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;
- C. Payment standards, exception payment standard rent areas, and the utility allowance schedule;

- D. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income;
- E. Portability requirements and opportunities;
- F. The need to have a reexamination conducted within 120 days prior to the move:
- G. An explanation and copies of the forms required to initiate and complete the move; and
- H. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the SFHA's approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the SFHA a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the SFHA will not be considered for a transfer.

A family who gives notice to terminate the lease must mail the notice to the landlord or his agent. The family will be required to provide a copy of the lease termination notice to the SFHA.

7.3 Moves Due to Home Purchase

When a family purchases a home, the final day of rental assistance will be the closing date of the loan purchase agreement. The family is required to give a thirty day notice of intent to vacate that will coincide with the loan closing date. If the family fails to give the owner a thirty day notice, the HAP will be paid to the owner for thirty (30) after the loan closing date. However, the tenant participation ends on the loan closing date. The tenant will be responsible for payment of their rent portion for the thirty day period as well as any rent due after the 30 day period. No other program benefits will apply.

8.0 PORTABILITY

8.1 GENERAL POLICIES OF THE SFHA

The family will not have any right to lease a unit outside of the SFHA jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of the SFHA.

Exceptions will be considered on a case by case basis for disabled households, family medical emergencies, death in the family, domestic violence, documented secured job or educational opportunities or as deemed appropriate by the Program Administrator or his designee.

Families may only move to a jurisdiction where a Section 8 Program is being administered.

If a family has moved out of their assisted unit in violation of the lease, the SFHA will not issue a voucher, and will terminate assistance in compliance with Section 16.0, Grounds for Termination of the Lease and Contract.

8.2 INCOME ELIGIBILITY

A. Admission

An applicant family must be income-eligible in the area where the family first leases a unit with assistance in the Voucher Program.

B. If a portable family is already a participant in the Initial Housing Authority's Voucher Program, income eligibility is not re-determined.

8.3 PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY

- A. When a family utilizes portability to move to an area outside the SFHA jurisdiction, another Housing Authority (the Receiving Housing Authority) must administer assistance for the family if that Housing Authority has a tenant-based program covering the area where the unit is located.
- B. A Housing Authority (the Receiving Housing Authority) with jurisdiction in the area where the family leases a unit must issue the family a voucher or administer the voucher on behalf of the SFHA and enter into a billing arrangement.

8.4 PORTABILITY PROCEDURES

- A. When the SFHA is the Initial Housing Authority:
 - 1. The SFHA will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.
 - 2. Family must submit a "Request for Transfer" form.
 - 3. The SFHA will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
 - 4. The SFHA will advise the family how to contact and request assistance from the Receiving Housing Authority.
 - 5. Upon approval by the receiving PHA, the SFHA may FAX or hand carry (by family) portability documents to the receiving PHA. [The SFHA will immediately mail to the Receiving Housing Authority the most recent HUD Form 50058 (Family Report) for the family, and any related verification information.]
- B. When the SFHA is the Receiving Housing Authority:
 - The SFHA will brief the family on the process that takes place to exercise portability. The SFHA conduct a new re-examination of income and review with the family all the documents from the Initial Housing Authority. The SFHA will determine the voucher bedroom size for the portable family in accordance with the SFHA's subsidy standard.
 - 2. The family must submit a Request for Tenancy Approval for an eligible unit within the term of the voucher issued by the Initial Housing Authority.
 - 3. The SFHA accepts the Initial Housing Authority voucher during leaseup process. Upon approval of the unit and family move-in, the SFHA will then issue a voucher to the family.
 - 4. In order to provide tenant-based assistance for portable families, the SFHA will perform all Housing Authority program functions according to the SFHA's policy and procedures. At any time, either the Initial Housing Authority or the SFHA may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.
 - 5. The SFHA shall notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a Request for Tenancy Approval within the term of voucher.

C. Absorption by the SFHA

1. If funding is available under the consolidated ACC for the SFHA's Voucher Program when the portable family is received, the SFHA will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the SFHA's Tenant-Based Program.

D. Portability Billing

- 1. To cover assistance for a portable family, the Receiving Housing Authority may bill the Initial Housing Authority for housing assistance payments and administrative fees. The billing procedure will be as follows:
 - a. As the Initial Housing Authority, the SFHA will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for other families in the Receiving Housing Authority's program.
 - b. The Initial Housing Authority will promptly reimburse the Receiving Housing Authority for 80% of the Initial Housing Authority's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Authority. If both Housing Authorities agree, the SFHA may negotiate a different amount of reimbursement.

E. When a Portable Family Moves

When a portable family moves out of the tenant-based program of a Receiving Housing Authority that has not absorbed the family, the Housing Authority in the new jurisdiction to which the family moves becomes the Receiving Housing Authority, and the first Receiving Housing Authority is no longer required to provide assistance for the family.

F. Families exercising Portability who owe the SFHA a balance from a previous tenancy must pay the balance in full prior to transferring.

9.0 DETERMINATION OF FAMILY INCOME

9.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

To determine annual income, the SFHA counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the SFHA subtracts out all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

9.2 INCOME

- A. Annual income means all amounts, monetary or not, that:
 - 1. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member, or
 - 2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
 - 3. Are not specifically excluded from annual income.
- B. Annual income includes, but is not limited to:
 - 1. The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
 - 2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
 - 3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal

of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

- 4. The gross amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- 5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- 6. Welfare assistance.
 - a. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - i. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - ii. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

b. Imputed Welfare Income:

If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud. If a family's grant is reduced due to fraud, the family is able to secure additional income which must be reported to the Housing Authority, but will not affect the tenant rent until the additional source and amount of income raises the tenant portion to a level above the Imputed Welfare Income.

- c. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted.
- 7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- 8. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

9.3 EXCLUSIONS FROM INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, cash from sale of assets, one-time lottery winnings, insurance payments (including payments under health and accident insurance and worker's compensation), and settlement for personal or property losses;
- D. Amounts received by the family that is specifically to offset the cost of equipment and services to keep a developmentally disabled family member at home;
- E. Income of a live-in aide:

- F. Grants or other amounts received specially for auxiliary apparatus or service for a handicapped person; Medical expenses; set aside for use under a Plan To Attain Self-Sufficiency (PASS) and excluded for SSI eligibility; out of pocket expenses for participation in publicly assisted programs and only to allow participation in these programs-These expenses include special equipment, clothing, transportation, child care, etc.
- G. The principal portion of the payments received on mortgages or deeds of trust;
- H. The full amount of student financial assistance paid directly to the student or to the educational institution;
- I. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- J. Amounts received under training programs funded by HUD;
- K. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
- L. mounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program
- M. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No resident may receive more than one such stipend during the same period of time;
- N. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;

- O. Temporary, nonrecurring, or sporadic income (including gifts);
- P. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- Q. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- R. Adoption assistance payments in excess of \$480 per adopted child;
- S. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- T. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home
- U. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary
- V. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- W. Loans in the form of Financial Aid:
- X. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits:

These exclusions include:

- 1. The value of the allotment of food stamps;
- 2. Payments to volunteers under the Domestic Volunteer Services Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);

- 3. Payments received under the Alaska Native Claims Settlement Act
- 4. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
- 5. Payments, rebates or credits received under Federal Low-Income Home Energy Assistance Programs-Includes any winter differentials given to elderly;
- 6. Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, State job training programs, career intern programs);
- 7. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- 8. The first \$2000 per capita received from judgment funds awarded by the Indian Claims Commission or the Court of Claims or from funds the Secretary of Interior holds in trust for an Indian tribe;
- 9. Amount of scholarships awarded under Title IV of the Higher Education Act of 1965, including awards under the Federal Work-Study Program or under the Bureau of Indian Affairs student assistance programs, or veterans benefits;
- 10. Payments received under Title V of the Older Americans Act (Green Thumb, Senior Aides, Older American Community Service Employment Program)
- 11. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the <u>In Re Agent Orange</u> product liability litigation, MDL No. 381 (E.D.N.Y.)
- 12. Payments received under the Maine Indian Claims Act of 1980
- 13. The value of child care under the Child Care and Development Block Grant Act of 1990
- 14. Earned income tax credit refund payments

15. Payments for living expenses under the AmeriCorps Program

9.4 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent
- B. \$400 for any elderly family or disabled family
 - C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
 - D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
 - 3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

E Child care expenses;

The SFHA will annually survey childcare providers in the community, public agencies providing childcare support, and other agencies that maintain childcare information to determine the parameters for reasonable childcare expenses for various age groups up to the child's 13th birthday.

10.0 VERIFICATION

The SFHA will verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations, full time student status of family members 18 years of age and older, Social Security Numbers, citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

10.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security Numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification shall include the use of the HUD Enterprise Income Verification system (EIV) as finalized in the SFHA Guidance For EIV System usage. This type of verification also includes written documentation (with forms sent directly to and received directly from a source, not passed through the hands of the family). This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the SFHA or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When third party verification cannot be obtained, the SFHA will accept documentation received from the applicant/participant. Hand-carried documentation will be accepted if the SFHA has been unable to obtain third party verification in a four week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the SFHA will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

10.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification in addition to available electronic verification, the SFHA may send a request form to the source along with a release form signed by the applicant/participant via first class mail.

Verification Requirement	nts for Individual Items	
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Item	S	
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition.	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and

Verification Requiremen	ts for Individual Items	
Item to Be Verified	3 rd party verification	Hand-carried verification
	assistance or a companion animal is needed	tolls
Value of and Income fro	m Assets	
Savings, checking accounts	Letter from institution	Passbook, most cur statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure institution, the CD, bond
Stocks	Letter from broker or holding company	Stock or most cur statement, price newspaper or thro Internet
Real property	Letter from tax office, assessment, etc.	Property tax states (for current va assessment, records income and expentax return
Personal property	Assessment, bluebook, etc	Receipt for purch other evidence of we
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt receipt at disposi other evidence of we
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from pyear, books of account
Regular gifts and	Letter from source, letter from organization receiving	Bank deposits, o

Verification Requirer	nents for Individual Items	
Item to Be Verified	3 rd party verification	Hand-carried verification
contributions	gift (i.e., if grandmother pays day care provider, the day care provider could so state)	similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers' comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating - whether enrolled - whether training is HUD-funded - whether State or local program - whether it is employment training - whether payments are for out- of-pocket expenses incurred in order to participate in a program	N/A

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

All applicants and participants shall be required to verify their non-citizenship status pursuant to Section 3.C.

10.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security Number and who is at least six years of age must provide verification of his or her Social Security Number. New family members at least six years of age must provide this

verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security Number is the original Social Security card. If the card is not available, the SFHA will accept letters from Social Security that establish and state the number. Documentation from other governmental agencies will also be accepted that establish and state the number. Driver's license, military ID, passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security Number they will be required to sign a statement to this effect.

If a member of an applicant family indicates they have a Social Security Number, but cannot readily verify it, the family cannot be assisted until verification is provided.

If a member of a tenant family indicates they have a Social Security Number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to 60 days to provide the verification. If the individual is at least 62 years of age, they will be given 120 days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated.

10.5 TIMING OF VERIFICATION

Verification must be dated within 120 days of certification or reexamination effective date.

When an interim reexamination is conducted, the Housing Authority will verify and update only those elements reported to have changed.

10.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their status will be verified.

For each family member age 6 and above, verification of Social Security Number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security Number at admission receives a Social Security Number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

10.7 GUIDANCE FOR EIV SYSTEM USAGE

In accordance with 24 CFR 5.236, 5.659, 960.259, 982.516, and related HUD guidebooks and notices, the Housing Authority will obtain Third Party Verification on all income, assets, and allowable deductions associated with the determination of eligibility and rental subsidy calculations for federally assisted housing. As available, and in accordance to established policies, procedures, and verification—guides for the Public Housing, Multifamily, and Section 8 programs, the San Francisco Housing Authority (SFHA) will follow the verification hierarchy which call for the use of Upfront Income Verification (UIV) when available. The following policy and procedure relates to the establishing and administration of such systems.

1. "UP-FRONT" INCOME VERIFICATION (UIV) DEFINITION

- A. UIV is the verification of income, before or during a family reexamination, through independent sources that systematically and uniformly maintains income information in databases for a large number of individuals.
- B. When available, SFHA will use UIV to the maximum extent possible when conducting examinations of family income and composition or to investigate suspected fraud, misrepresentation or unreported income.
- C. Examples of UIV include, but are not limited to:
 - 1. HUD's Enterprise Income Verification (EIV)
 - 2. The Work Number
 - 3. Data matching under the proposed terms of the Memorandum of Understanding (MOU) between the San Francisco Human Services Agency (HAS) and the San Francisco Housing Authority once approved and implemented.

II. ACCESS AND USE OF UIV DATA

A. Safeguarding UIV Data

SFHA has established and will maintain physical and procedural safeguards to prevent unauthorized use of the information and to protect the confidentiality of that information. Use of UIV data is covered the EIV User Manual.

B. User Access and Responsibilities

1. The Security Administrator

The Security Administrator is responsible for ensuring compliance with the policies and procedures outlined in this document, including:

- a. Maintaining and enforcing the security procedures;
- b. Keeping records and monitoring security issues; and
- c. Reporting any evidence of unauthorized access or known security breaches to the Executive Director or his/her designee and taking corrective action to address the impact of the breach including, but not limited to prompt notification to appropriate authorities, including the HUD field office.

2. The User Coordinator

The Housing Management and the Section 8 Departments will each appoint a User Coordinator and a Back-up User Coordinator. User Coordinators are responsible for:

- a. Communicating security information and requirements to appropriate personnel, including coordinating and conducting security awareness training sessions; and
- b. Conducting a quarterly review of all Authorized Users in his/her department to determine if the users still have a valid need to access the UIV data and taking the necessary steps to ensure that access rights are revoked or modified as appropriate.
- **c.** Assigning access, terminating, or modify rights for new, current, and past employees as needed.

3. Authorized Users

- a. An "Authorized User" is an individual who has been given access to UIV data through one or more secure electronic databases. Authorization to access one electronic UIV database will not necessarily give a staff member authorization to access any other electronic databases.
- Under no circumstances shall an Authorized User share any of his or her passwords with another employee or any other person.
 Unauthorized access to any UIV database without being assigned an individual user identification and/or password may be grounds for discipline, up to and including termination.

c. an authorized user of uiv databases is also authorized to access printed uiv data in the course of their job duties whether for routine file processing or filing, quality control review, hearings, complaints, discrimination complaints, grievances, or fraud investigations, etc.

5. Requirements For Authorized Users

An Authorized User must, as applicable:

- a. Sign all security-related forms required for obtaining access to UIV databases.
- b. Attend security awareness training before given access to UIV databases. This training must be repeated at least annually.
- c. Keep all UIV database Passwords and User IDs confidential at all times.
- d. Close the program when not using a UIV database or if the user temporarily leaves his/her work area.
- e. Restrict UIV system inquiries to official Authority business purposes only, based upon employee job duties.
- f. Never disclose UIV information to third parties (including other household members) unless disclosure is authorized by written consent of the client, permitted or mandated by law, statute or regulation.
- g. Keep all printed UIV information confidential and in a secure area that has restricted access.
- h. File UIV data in the client's file and secure the file so no employees or clients (other than the individual) can view his/her own data, especially if the employee leaves his/her desk.
- i. Shred unused extra copies of UIV information immediately if the information is not needed and/or already placed in the client's file or utilizing other more current 3rd Party verification.

C. PHYSICAL SECURITY

The SFHA will use the following methods to physically secure UIV data:

- 1. UIV data printouts must be retrieved immediately as soon as they are generated. UIV data is not left unattended in printers where unauthorized persons may have access.
- 2. Keep files with UIV data in locked cabinets and/or restricted access areas
- 3. Cabinets and restricted areas containing UIV data should be labeled so as to warn of confidential information.

D. COMPUTER SECURITY

The SFHA will utilize the following methods to provide computer security for UIV data:

- 1. Only Authorized Users shall be provided unique User Identifications and/or passwords to access an electronic UIV database (dependent on data source). Sharing of passwords will subject staff to disciplinary actions.
- 2. Personnel are not allowed to save any UIV data on to a floppy disk, compact disk, or hard drive.
- 3. Authorized Users shall not leave UIV data displayed on their computer screens where unauthorized users may view it. Computer screens should be minimize or close out the screen on which the UIV data is displayed if someone who is not authorized to view the screen approaches the work area.
- 4. Adhere to additional measures outlined above in Section II B 5.

III. SECURITY AWARENESS TRAINING

- A. Prior to granting access to UIV information, employees will be trained in UIV security policies and procedures.
- B. Every employee, regardless of whether or not he/she has access to UIV data shall be briefed at least annually on the Housing Authority's UIV security policy and procedures and confidentiality requirements.

- C. A log will be maintained of all employees, including all Authorized Users and Authorized Reviewers that attend each training session.
- D. UIV training procedures will incorporate the necessary provisions of the Privacy Act of 1974, Section 552(a) and other relevant citations as required by the UIV data source providers, notifying employee of penalties for improper disclosure of client information.

IV. USING UIV DATA

- A. UIV data can only be used to identify income sources and to project participant income and eligibility.
- B. Appropriate UIV data will be accessed so that the information is available at the time of a household's income re-examination interview.
- C. In addition to the UIV procedures in the EIV User Manual, the procedures for Third Party Verification including resolving discrepancies shall be followed as provided in the Section 8 Administrative Plan and Income Verification Guidebooks.

V. TAKING ADVERSE ACTION BASED ON THIRD PARTY CONFIRMATION OF INFORMATION FROM UIV

- A. The Housing Authority shall not take any adverse action (termination, denial, suspension, eviction or reduction of assistance) based solely on information provided by a UIV source.
- B. If a discrepancy in income is identified between the UIV data and client provided documentation, Third Party Verification must be obtained before any adverse action against a client can proceed.
- C. If SFHA determines through Third Party Verification that a discrepancy is valid, the procedures to be followed remain the same as for any other adverse action that the Authority might take against a client in accordance with the Section 8 Administrative Plan.
- D. Any collection of overpayment of subsidy due to underreporting of income by tenants and participants shall be done in accordance to the Administrative Plan of the Existing Section 8 Program.

VI. CONFIDENTIALITY AND DISCLOSURE OF UP-FRONT INFORMATION

- A. Information accessed through a UIV system is covered by the Privacy Act of 1974 (5 USC 552a, as amended) and the provisions of Title 18, USC, Section 1030, which specifies penalties for unauthorized access, altering, damaging or destroying data in the system.
- B. Only authorized persons may access private information contained in the HUD's EIV system or any other UIV system for the purpose of conducting official business.
- C. Violation of privacy and confidentiality provisions will result in disciplinary actions in accordance to the Housing Authority's Personnel Policy, in addition to any penalties dictated by applicable state and federal statutes.
- D. Unauthorized disclosure includes, but is not limited to:
 - 1. Failure to log out of an electronic system when leaving an area unattended.
 - 2. Failure to secure records in a locked cabinet or restricted access area.
 - 3. Allowing unauthorized persons to remain or move about in an area unescorted where records have not been secured.
 - 4. Allowing entrance to a secure area to a person who is not authorized to be in that area.
- E. UIV data may not be disclosed without prior written authorization from the client whose information is in question.

VII. REPORTING IMPROPER DISCLOSURES AND VIOLATIONS OF SECURITY

- A. Improper disclosure occurs when an Authorized User allow UIV data to be used or reviewed by another individual who is not the subject of the UIV data or not authorized or required to use or review UIV data for official purposes.
- B. Upon discovery of a possible improper disclosure of UIV information or another security violation by an authorized user or other person, the individual observing or receiving the information should contact the Security Administrator or Executive Director or his/her designee immediately.

- C. The Security Administrator or Executive Director or his/her designee will document all improper disclosures in writing, providing details including who was involved, what was disclosed, how the disclosure occurred and where and when the disclosure occurred.
- D. The Security Administrator or Executive Director or his/her designee will contact the San Francisco HUD Field Office for further direction on addressing the improper disclosure.

VII. DISPOSAL OF UIV INFORMATION

- A. Disposal of data shall be in accordance to the Manual of Policy of Procedures Section 116:1, Records Retention and Disposition.
- B. Any UIV records used to determine rental calculation or to verify income will be included in the tenant file.
- C. Any UIV information printed but not used to verify income or use of UIV for fulfilling the Hierarchy of Verification shall be immediately shredded once it is determined that its use is not needed.

11.0 RENT AND HOUSING ASSISTANCE PAYMENT

11.1 GENERAL

After October 1, 1999, the SFHA will issue only vouchers to applicants, movers, and families entering the jurisdiction through portability. Certificates currently held will continue to be honored until the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete (see Section 20.0 for additional guidance).

11.2 RENT REASONABLENESS

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. Before any increase in rent to owner is approved;
- B. If 60 days before the contract anniversary date there is a 5% decrease in the published FMR as compared to the previous FMR; and
- C. If the Housing Authority or HUD directs that reasonableness be redetermined.

11.3 COMPARABILITY

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of two (2) comparable units in the same or comparable neighborhoods. The Housing Authority will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units.

The Housing Authority will also obtain the services of a rental survey company to determine the value of the array of amenities.

Owners are invited to submit information regarding the value of their property at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

11.4 MAXIMUM SUBSIDY

The Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the SFHA and approved by HUD) determines the maximum subsidy for a family.

For a regular tenancy under the Voucher Program, the FMR/exception rent limit is the maximum initial gross rent under the assisted lease. This only applies until the transition of the merger of the Section 8 Voucher programs as outlined in 24 CFR 982.502 is complete.

For the Voucher Program, the maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

For a voucher tenancy in an insured or noninsured 236 project, a 515 project of the Rural Development Administration, or a Section 221(d)(3) below market interest rate project the payment standard may not exceed the basic rent charged including the cost of tenant-paid utilities.

For manufactured home space rental, the maximum subsidy under any form of assistance is the Fair Market Rent for the space as outlined in 24 CFR 982.888.

11.4.1 Setting the Payment Standard

HUD requires that the payment standard be set by the Housing Authority at between 90 and 110% of the FMR. The SFHA will review its determination of the payment standard annually after publication of the FMRs. The SFHA will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families are having to rent low quality units or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30% of income, the Housing Authority will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one bedroom size may increase or decrease while another remains unchanged. The SFHA may consider adjusting payment standards at times other than the annual review when circumstances warrant.

Before increasing any payment standard, the Housing Authority will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

11.4.2 Selecting the Correct Payment Standard for a Family

- A. For the voucher tenancy, the payment standard for a family is the lower of:
 - 1. The payment standard for the family unit size; or
 - 2. The payment standard for the unit size rented by the family.
- B. If the unit rented by a family is located in a HUD approved exception rent area, the Housing Authority will use the appropriate payment standard for the exception rent area.
- C. During the HAP contract term for a unit, the amount of the payment standard for a family is the higher of:
 - 1. The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or
 - 2. The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
- D. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph C above does not apply.
- E. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

11.4.3 Area Exception Rents

In order to help families find housing outside areas of high poverty or when voucher holders are having trouble finding housing for lease under the program, the Housing Authority may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. The Housing Authority may request one such exception payment standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes, or for all or some unit types.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time as the Housing Authority requests and HUD approves a higher exception payment standard rent. If the FMR decreases, the exception payment standard rent authority automatically expires.

11.5 ASSISTANCE AND RENT FORMULAS

A. Minimum Family Contribution

The Minimum Family Contribution is equal to the highest of:

- 1. 10% of monthly income
- 2. 30% of adjusted monthly income
- 3. Minimum rent
- 4. The welfare rent

Plus any rent above the payment standard.

B. Minimum Rent.

The SFHA has set the minimum rent as \$ 25. However, if the family requests a hardship exemption, the SFHA will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary of long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

- 1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of changed circumstances, including loss of employment;

- d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
- e. When a death has occurred in the family.
- 2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.
- 3. Temporary hardship. If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.
- 4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- 5. Appeals. The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Section 8 Housing Choice Vouchers

- 1. The payment standard is set by the Housing Authority between 90% and 110% of the FMR or higher or lower with HUD approval.
- 2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.
- 3. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly-adjusted income.

D. Section 8 Preservation Vouchers

1. Payment Standard

- a. The initial Payment Standard for Preservation units is:
 - i. The new rent being charged by the owner for the participating family subject to rent reasonableness.

2. Minimum Family Contribution

- **a.** The Minimum Family Contribution is the greater of:
 - ii. The gross rent (including utility allowance) of the family at the time of the Preservation action; or
 - iii. Thirty percent (30 %) of the family's adjusted household income.
- **b.** Preservation Voucher size shall be based on the SFHA's subsidy standards indicated in Section 6 of this Administrative Plan. Overhoused families must make an effort to move into an appropriately sized unit in the project. If more families must relocate than there are available units for, the SFHA shall determine the order of priority in which families must move. If a unit does not exist, the family shall remain in the larger unit and the payment standard is the gross rent for the oversized unit.

The family may only receive the subsidy for the oversized unit for one year from the Preservation event. After the one year period, the normally applicable payment standard shall be used and the family can remain in the unit if they can afford to pay the difference out of pocket.

- c. At the next regular reexamination following a change in family composition that causes a change in family unit size during the HAP contract term, and for any examination thereafter during the term:
 - i. The new family unit size must be used to determine the payment standard.
- 3. The SFHA will pay a monthly housing assistance payment on behalf of the family that equals the gross rent for the unit minus the great of:
 - a. 30 percent of the adjusted family income;

- b. 10 percent of the family gross monthly income
- c. The welfare rent in as-paid states;
- d. The enhanced Voucher Minimum Family Contribution; or
- e. Such other minimum rent established by the SFHA as authorized by Federal law in 24 CFR Section 5

E. Manufactured Home Space Rental: Section 8 Vouchers

- 1. The payment standard for a participant renting a manufactured home space is the published FMR for rental of a manufactured home space.
- 2. The space rent is the sum of the following as determined by the Housing Authority:
 - a. Rent to the owner for the manufactured home space;
 - b. Owner maintenance and management charges for the space; and
 - c. Utility allowance for tenant paid utilities.
- 3. The participant pays the rent to owner less the HAP.
- 4. HAP equals the lesser of:
 - a. The payment standard minus the Minimum Family Contribution; or
 - b. The rent paid for rental of the real property on which the manufactured home owned by the family is located.

11.6 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the Section 8 Department.

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards). There is a utility allowance for Apartments and for Flats/Single Family Dwellings. A Flat shall be defined as a residence that occupies the entire floor of a multi-floor building where each floor is a separate residence, regardless of square footage.

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority may approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

11.6.1 ENERGY EFFICIENT UTLITY ALLOWANCE

For newly constructed properties, the SFHA, at the owner's request, may utilize an Energy Efficient Utility Allowance (EEUA) Schedule. In order for the EEUA to be used, the owner must first comply with performance requirements outlined below. Upon verification of compliance, the EEUA may be implemented prospectively.

To qualify, a project must:

- Be located within the jurisdiction of the San Francisco Housing Authority
- Be a new project that exceeds California's Energy Code, Title 24, by a minimum of 15%, OR,

- Be a new construction project with installed on-site generation on the dwelling units following the guidelines in the documents outlined below.
- Provide California Energy Commission (CEC)¹ -certified compliance documentation confirming energy savings, CEC-certified HERS (See Appendix A)ⁱ rating verifying installation of energy efficiency measures, and following the procedures and providing documentation for on-site generation as outlined below. Detailed steps are outlined below for new construction projects.

Procedure for Owner-Developers

For any project, an owner-developer must contact Housing Authority Representative for assistance and complete a Request for Energy Efficiency-Based or On-Site Generation Utility Allowance.

New Construction Project

- Step 1: Design and build energy efficient project and provide California Energy Commission (CEC)²-certified compliance documentation confirming energy savings. The results of this compliance documentation (through a building simulation process done by either a HERS rater or a Title 24 consultant) are presented in the "C2R Form".
- Step 2: Hire a HERS¹ (Home Energy Rating System) rater to inspect the building. Ask the HERS rater to provide an inspection report, which includes a HERS rating score. If the HERS rating indicates that the building's energy efficiency rating has surpassed 2001 Title 24 energy code standards by at least 15%, submit the HERS inspection report stating that you have met the requirement to the Housing Authority.

New Construction Project Documentation

- 1. Request for Energy Efficiency-Based or On-Site Utility Allowance
- 2. Final C2R or Perf-1 Form
- 3. Final HERS Inspection Report

On-Site Generation Project:

- Step 1: Maximize energy efficiency options in the design of the project
- Step 2: Use the standard contract format with on-site generation provider/installer (provided to owner-developer),
- Step 3: Submit a completed installation checklist
- Step 4: Submit evidence of proper building department permits, inspections and sign-off

Step 5: Submit an affidavit from a California licensed engineer stating what the average and minimum annual and peak output of the system will be.

On-Site Generation Project Documentation

- 1. Request for Energy Efficiency-Based or On-Site Utility Allowance
- 2. Completed installation checklist
- 3. Submit evidence of proper building department permits, inspections and sign-off Submit an affidavit from a California licensed engineer stating the average and minimum annual and peak output of the system.

Documentation identifying that you have met the requirement shall be submitted to: EEBUA Request/San Francisco Housing Authority

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Once the documentation is reviewed, owner will receive notification indicating whether or not they are approved to apply the Energy Efficiency-Based or On-Site Generation Utility Allowance.

All qualifying projects are subject to visual inspections by Housing Authority staff or designated party

11.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

The Housing Authority pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the SFHA a late payment, agreed to in the Contract and in accordance with generally accepted practices in the City and County of San Francisco jurisdiction.

All new HAP Contracts will require payment by ACH. Payments to owners are considered late if *Mailed*, *not received*, after the accepted prevailing local practice for late payments which is on the 6th day of the month by current local standards. *Mailed* payments can be defined as either by standard mail or electronic ACH format. ACH payments are considered late if not processed by SFHA by the 5th of the month. Banking posting date could be up to three days later.

Late payment fees do not apply to the initial HAP payment since the reasons for the delay in payment may not be in the control of the SFHA.

11.8 CHANGE OF OWNERSHIP

The SFHA requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the SFHA's rent payment or the address as to where the rent payment should be sent.

In addition, the SFHA requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Recorded grant deed or Deed of Trust showing the transfer of title; and
- B. Tax Identification Number or Social Security Number.

New owners will be required to execute the assumption of HAP contract form, IRS form W-9, Direct-Deposit Information, Lead based paint certification, and verification of non-related tenancy form. The SFHA may withhold the rent payment until the taxpayer identification number is received.

12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

The SFHA will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS are met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS.

The SFHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family can not be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the Housing Authority to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the SFHA will only schedule one more inspection. If the family misses two inspections, the SFHA will consider the family to have violated a Family Obligation and their assistance will be terminated.

12.1 TYPES OF INSPECTIONS

There are seven types of inspections the SFHA will perform:

- A. Initial Inspection An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- B. Annual Inspection An inspection to determine that the unit continues to meet HQS.
- C. Complaint Inspection An inspection caused by the Authority receiving a complaint on the unit by anyone.
- D. Special Inspection An inspection caused by a third party, i.e. HUD, needing to view the unit.
- E. Emergency An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. Move Out Inspection (if applicable) An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.
- G Quality Control Inspection Supervisory or other designated quality control inspections on at least 5% of the total number of units that were under lease during the Housing Authority's previous fiscal year. Every effort will be made to

complete Quality Control inspections within 45 days of the initial/annual inspection. If not, total 5 % Quality Control inspections shall be completed by end of fiscal year.

12.2 OWNER AND FAMILY RESPONSIBILITY

A. Owner Responsibility for HQS

- 1. The owner must maintain the unit in accordance with HQS.
- 2. If the owner fails to maintain the dwelling unit in accordance with HQS, the SFHA will take prompt and vigorous action to enforce the owner obligations. The SFHA's remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.
- 3. The SFHA will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the SFHA and the SFHA verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any SFHA approved extension).
- 4. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, SFHA may terminate assistance to a family because of the HQS breach caused by the family.

B. Family Responsibility for HQS

- 1. The family is responsible for a breach of the HQS that is caused by any of the following:
 - a. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
 - b. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
 - c. Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).
- 2. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused

defects, the family must correct the defect within no more than 30 calendar days (or any SFHA approved extension).

3. If the family has caused a breach of the HQS, the SFHA will take prompt and vigorous action to enforce the family obligations. SFHA may terminate assistance for the family in accordance with 24 CFR 982.552.

12.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401

This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:

A. Sanitary Facilities

1. Performance Requirements

The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

2. Acceptability Criteria

- a. The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.
- b. The bathroom must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.
- c. The bathroom must have a shower or a tub in proper operating condition with hot and cold running water.
- d. The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

B. Food Preparation and Refuse Disposal

1. Performance Requirements

- a. The kitchen area must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.
- b. There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

2. Acceptability Criteria

- a. The kitchen area must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.
- b. The kitchen area must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.
- c. The dwelling unit must have space for the storage, preparation, and serving of food.
- d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

C. Space and security

1. Performance Requirement

The dwelling unit must provide adequate space and security for the family.

2. Acceptability Criteria

- a. At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.
- b. The dwelling unit must have at least one bedroom or living/ sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
- c. Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut

are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

d. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

D. Thermal Environment

1. Performance Requirement

The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

2. Acceptability Criteria

- a. There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- b. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

E. Illumination and Electricity

1. Performance Requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

2. Acceptability Criteria

- a. There must be at least one window in the living room and in each sleeping room.
- b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.

c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

- a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- b. The roof must be structurally sound and weather tight.
- c. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- d. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- e. Elevators must be working and safe.

G. Interior Air Quality

1. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

2. Acceptability Criteria

- a. The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- b. There must be adequate air circulation in the dwelling unit.

- c. Bathroom areas must have one window that can be opened or other adequate exhaust ventilation.
- d. Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.

H. Water Supply

1. Performance Requirements

The water supply must be free from contamination.

2. Acceptability Criteria

The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

I. Lead-based Paint

1. Definitions

- a. Chewable surface: Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.
- b. Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.
- c. Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.
- d. Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.
- e. HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.
- f. Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1

milligram per centimeter squared (mg/cm²), or 0.5 % by weight or 5000 parts per million (PPM).

2. Performance Requirements

- a. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.
- b. The requirements of this paragraph of this Section do not apply to 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.
- c. If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part), must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.
- d. The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a State or local health or housing agency, a lead-based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.
- e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of Housing Authority notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces with in the 30-day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.
- f. The requirements in this paragraph apply to:
 - i. All painted interior surfaces within the unit (including ceilings but excluding furniture);

- ii. The entrance and hallway providing access to a unit in a multi-unit building; and
- iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- g. In addition to the requirements of paragraph c of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.
- h. Testing must be conducted by a State or local health or housing agency, an inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph c of this Section.
- i. The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:
 - i. Within the unit;
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- j. In lieu of the procedures set forth in paragraph g of this Section, the housing authority may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior

- chewable surfaces in accordance with the methods set out in paragraph k of this Section.
- k. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:
 - i. A defective paint surface shall be treated if the total area of defective paint on a component is:
 - (1) More than 10 square feet on an exterior wall;
 - (2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;
 - (3) More than 10% of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.
 - ii. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead contaminated dust.
 - iii. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydroblasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.
 - iv. During exterior treatment soil and playground equipment must be protected from contamination.

- v. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.
- vi. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.
- 1. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.
- m. Prior to execution of the HAP contract, the owner must inform the Housing Authority and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.
- n. The Housing Authority must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the Housing Authority must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the Housing Authority must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a voucher to move.
- o. The Housing Authority must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the Housing Authority must keep the test results indefinitely and, if applicable, the owner certification and treatment. The records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.

J. Access

1. Performance Requirements

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

K. Site and Neighborhood

1. Performance Requirements

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

2. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

L. Sanitary Condition

1. Performance Requirements

The dwelling unit and its equipment must be in sanitary condition.

2. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.

M. Smoke Detectors

1. Performance Requirements

a. Except as provided in paragraph b below of this Section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke

detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

- f. For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).
- N. The SFHA will utilize the acceptability criteria as outlined above with applicable State and local codes.

12.4 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS

A. Correcting Initial HQS Fail Items

The SFHA will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within 5 working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the SFHA to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item list below), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the SFHA will abate payment and terminate the contract in accordance with Sections 12.7 and 17.0(B)(3).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the SFHA will terminate assistance for the family in accordance with Sections 12.2(B) and 17.0(B)(3).

C. Time Frames for Corrections

- 1. Emergency repair items must be abated within 24 hours.
- 2. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
- 3. Non-emergency items must be completed within 30 days of the initial inspection.
- 4. For major repairs, the owner will have up to 30 days or as approved by the SFHA to complete.

D. Extensions

At the sole discretion of the SFHA, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 30 days, or the designated additional time periods approved by SFHA after the initial inspection date, SFHA will abate the rent. If the noted repairs are not corrected within the 6-month abatement effective date, the SFHA shall cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted by SFHA upon good cause shown.

E. Phone Re-Inspections

In some instances of HQS infractions, the SFHA may opt to verify correction of the HQS violation by telephone or requiring the owner to submit verifying documentation. The applicable infractions of HQS include installing a battery in a smoke detector, repairing a bathroom fan, replacing a cracked light switch plate, elevator repair (certificate of compliance), installation of appliances (copy of receipt), extermination services (copy of receipt.

12.5 EMERGENCY FAIL ITEMS

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

A. No hot or cold water

- B. No electricity
- C. Inability to maintain adequate heat
- D. Major plumbing leak
- E. Natural gas leak
- F. Broken lock(s) on all entry and assessable windows
- G. Broken windows that unduly allow weather elements into the unit
- H. Electrical outlet smoking or sparking
- I. Exposed electrical wires which could result in shock or fire
- J. Unusable toilet when only one toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion
- L. Other conditions which pose an immediate threat to health or safety

12.6 ABATEMENT

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within in the required timeframe, the rent for the dwelling unit will be abated.

When the deficiencies are corrected, the SFHA will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, the SFHA will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

13.0 RECERTIFICATION

13.1 ANNUAL REEXAMINATION

At least annually the SFHA will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The SFHA will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances. All income and assets shall be verified using third party income verification. This is defined as verification that has not been touched by the tenant/applicant. In the interest of time, once 3rd party income verification has been sent out, rent calculations will be completed once all 2nd party verification from the providing source has been secured. Once the 3rd Party Verification documentation is received in the office, staff will compare the 2nd and 3rd party verifications to see if there is the need to adjust the rent calculation. If the 3rd party verification is not returned, staff will document that an attempt was made to retrieve 3rd party documentation, by placing a copy of the 3rd party request for verification in the file and accept the 2nd party verification as adequate proof of income/asset verification.

Upon receipt of verification, the SFHA will determine the family's annual income and will calculate their family share.

13.1.1 Effective Date of Rent Changes for Annual Reexaminations

The new family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family. In the event of a reduction in the Payment Standard of 5 % or more, notice of a rent adjustment to the family will be extended beyond the stated notice above by sixty days.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30 day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

13.1.2 Re-examination by mail

Where possible, the SFHA will complete the Annual Certification by mail when the family is disabled and the income is known to be only from one source.

All first time re-examinations must be completed at the SFHA's Section 8 office unless requested as a reasonable accommodation by a disabled individual.

All seniors or disabled persons may request their re-examinations completed by mail after the first year.

Mailing procedures

- 1. A detail explanation of the mailing procedures will be included in the mail out package
- 2. All appropriate forms will be sent for the family's signature
- 3. A self addressed stamped envelop will be enclosed in the packet for returning all forms
- 4. The families have 15 days to return the form

After receiving all documentation the SFHA will determine the family's annual income and will calculate their family share.

13.1.3 Effective dates of interim re-examinations of rent

Income changes must be reported within 30-days. Changes that decrease the amount of rent payment made by the participant will be made effective the first of the month following the receipt of the notice to SFHA. However, this provision will not apply and no retroactive changes will be made if the notice of the change is not reported timely.

Changes that increase the amount of payment made by the tenant will be effective at the time of the annual re-examination.

If the annual re-examination is less than 30 days away the change will take effect on the first day of the second month following the date in which the change occurs.

If a family had requested a rent adjustment due to a loss of income (i.e. losing a job, going on unemployment or disability) where the rent was adjusted downward the first of the month following the receipt of written notice, and if this same family begins working again or the income is increased due to other sources (i.e. social security), the rent may be increased following a minimum 30-day written notice to the family.

For elderly/disabled families moving from TANF or unemployment, as defined in 24 CFR 5.617, to work, and whose income increases due to employment or increased earnings within six months of receiving TANF, the household will be eligible for the Earned Income Disregard benefit.

An interim re-examination will not be required if the participant requests to move to a new unit within 60 days of the last annual re-examination provided that the income verification is not more than 120 days old from the new lease effective date.

Errors made by the SFHA will not adversely affect the participant. Errors that resulted in overpayment of rent by the participant will be reimbursed to the participant. Errors by the SFHA that resulted in underpayment of rent by the tenant will not result in a retroactive payment from the tenant. The change in rent will be made effective the first of the second month following notice to the participant and owner.

As stated in the Quality Housing and Work Responsibility Act (QHWR) of 1998. Income changes resulting from welfare program requirements. 1) If a family's welfare benefits are lowered due to the family's failure to comply with program requirements the HA must not reduce the family's rent. 2) HA's are not to consider a loss of benefits due to the expiration of lifetime time limits as a failure to comply and the HA must lower the tenant's rent. 3) If the family's benefits are reduced because of fraud the HA must not lower the rent.

Families with zero income will be required to report any change in income within thirty days. Failure to do so may result in termination of assistance.

13.1.4 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the SFHA taking action to terminate the family's assistance.

13.2 INTERIM REEXAMINATIONS

During an interim reexamination only the information affected by the changes being reported will be reviewed and verified.

Families will be required to report any increase in income or decreases in allowable expenses between annual reexaminations. However adjustments in tenant portion may not be made until the annual reexamination in accordance with paragraph Sub Section 13.1.3 above.

Families are required to report the following changes to the SFHA between regular reexaminations. These changes will trigger an interim reexamination.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

C. Family break-up

In circumstances of a family break-up, the SFHA will make a determination of which family member will retain the voucher, taking into consideration the following factors:

- 1. To whom the voucher was issued.
- 2. The interest of minor children or of ill, elderly, or disabled family members.
- 3. Whether the assistance should remain with the family members remaining in the unit.
- 4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the SFHA will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the SFHA will make determinations on a case by case basis.

The SFHA will issue a determination within 10 business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 15.3.

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Adding the new member to the lease requires the landlord's approval. The individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security Number if they have one, and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. The SFHA will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be

ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, the SFHA will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 13.2.2.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the SFHA will take timely action to process the interim reexamination and recalculate the family share.

13.2.1 Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the SFHA may schedule special reexaminations every 90 days until the income stabilizes and an annual income can be determined.

13.2.2 Effective Date of Rent Changes Due to Interim or Special Reexaminations

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

14.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE SFHA

The Housing Authority may at any time terminate program assistance for a participant, because of any of the actions or inaction by the household:

- A. If the family violates any family obligations under the program.
- B. If a family member fails to sign and submit consent forms.
- C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-ration of assistance, or temporary deferral of assistance. If the SFHA determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.
- D. If any member of the family has ever been evicted from public housing.
- E. If the Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
- F. If any member of the family commits drug-related criminal activity, or violent criminal activity.
- G. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- H. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.
- I. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- J. If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to an owner by a Housing Authority. (The Housing Authority, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The Housing Authority may prescribe the terms of the agreement.)

- K. If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
- L. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
- M. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- N. Have a family member who is illegally using a controlled substance or abuses alcohol, or engages in any other criminal activity which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The SFHA may waive this requirement if:
 - 1. The person demonstrates to the SFHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. The household member who engaged in drug-related criminal activity or alcohol abuse and behavior that interfered with the health and safety or right to peaceful enjoyment of the premises by other residents is removed from the family household composition;
 - 4. The person has otherwise been rehabilitated successfully as determined by the SFHA based on evidentiary supporting material; or
 - 5. The person is participating in a supervised drug or alcohol rehabilitation program.
- O. Anyone enrolled in an institution of higher education and is under 24 years of age; is not a veteran; is unmarried; does not have dependent children; is not otherwise individually eligible or has parents who, individually or jointly, are not eligible on the basis of income to receive assistance under the section 8 program.
- P. The SFHA may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

15.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, AND INFORMAL HEARINGS FOR PARTICIPANTS

15.1 COMPLAINTS

The SFHA will investigate and respond to complaints by participant families, owners, and the general public. The SFHA may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

15.2 INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

The SFHA will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the SFHA decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. When an Informal Review is not Required

The SFHA will not provide the applicant an opportunity for an informal review for any of the following reasons:

- 1. A determination of the family unit size under the SFHA subsidy standards.
- 2. A SFHA determination not to approve an extension or suspension of a voucher term.
- 3. A SFHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
- 4. A SFHA determination that a unit selected by the applicant is not in compliance with HQS.
- 5. A SFHA determination that the unit is not in accordance with HQS because of family size or composition.
- 6. General policy issues or class grievances.
- 7. Discretionary administrative determinations by the SFHA.

C. Informal Review Process

The SFHA will give an applicant an opportunity for an informal review of the SFHA decision denying assistance to the applicant. The procedure is as follows:

- 1. The review will be conducted by any person or persons designated by the SFHA other than the person who made or approved the decision under review or a subordinate of this person.
- 2. The applicant will be given an opportunity to present written or oral objections to the SFHA decision.
- 3. The SFHA will notify the applicant of the SFHA's decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the SFHA will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

- 2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
- 3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.
- E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the SFHA provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

15.3 INFORMAL HEARINGS FOR PARTICIPANTS

- A. When a Hearing is Required
 - 1. The SFHA will give a participant family an opportunity for an informal hearing to consider whether the following SFHA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and SFHA policies:
 - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the SFHA utility allowance schedule.
 - c. A determination of the family unit size under the SFHA subsidy standards.
 - d. A determination that a Voucher Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the SFHA subsidy standards, or the SFHA determination to deny the family's request for an exception from the standards.

- e. A determination to terminate assistance for a participant family because of the family's action or failure to act.
- f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the SFHA policy and HUD rules.
- g. Denial of Assistance on the Basis of Ineligible Immigration Status.
- 2. In cases described in paragraphs 15.3(A)(1)(d), (e), and (f), of this Section, the SFHA will give the opportunity for an informal hearing before the SFHA terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not Required

The SFHA will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

- 1. Discretionary administrative determinations by the SFHA.
- 2. General policy issues or class grievances.
- 3. Establishment of the SFHA schedule of utility allowances for families in the program.
- 4. A SFHA determination not to approve an extension or suspension of a voucher term.
- 5. A SFHA determination not to approve a unit or lease.
- 6. A SFHA determination that an assisted unit is not in compliance with HQS. (However, the SFHA will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
- 7. A SFHA determination that the unit is not in accordance with HQS because of the family size.
- 8. A determination by the SFHA to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. In the cases described in paragraphs 15.3(A)(1)(a), (b), and (c), of this Section, the SFHA will notify the family that the family may ask for an

explanation of the basis of the SFHA's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.

- 2. In the cases described in paragraphs 15.3(A)(1)(d), (e), and (f), of this Section, the SFHA will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will:
 - a. Contain a brief statement of the reasons for the decision; and
 - b. State this if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.
- 3. In the event that a Notice of Decision to Propose Termination is issued, a presumption of innocence will be invoked and the tenant will continue to receive assistance until a final decision is made by the Hearing Officer or Appeal Officer. However, in the interest of not burdening a prospective owner, the tenant will not be permitted to transfer to another unit until the final hearing decision is made by the hearing officer or the Appeal Officer.

The Administrator reserves the right to review requests to move on a case by case basis to assess whether a safety or financial hardship matter is requiring a move.

D. Hearing Procedures

The SFHA and participants will adhere to the following procedures:

1. Discovery

- a. The family will be given the opportunity to examine before the hearing any SFHA documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the SFHA does not make the document(s) available for examination on request of the family, the SFHA may not rely on the document at the hearing.
- b. The SFHA will be given the opportunity to examine, at the SFHA's offices before the hearing, any family documents that are directly relevant to the hearing. The SFHA will be allowed to copy any such document at the SFHA's expense. If the family does not make the document(s) available for examination on request of the SFHA, the family may not rely on the document at the hearing.

Note: The term document includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

- a. The hearing will be conducted by any person or persons designated by the SFHA, other than a person who made or approved the decision under review or a subordinate of this person.
- b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the SFHA hearing procedures.
- c. Notwithstanding actual employees of the SFHA, the Hearing Officer will be an impartial third party who has no other contract obligations with the San Francisco Housing Authority (SFHA) or is otherwise engaged for services by the SFHA that would potentially pose a conflict of interest to the hearing officer's duties on behalf of the SFHA

4. Evidence

The SFHA and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The SFHA is not bound by a hearing decision:

a. Concerning a matter for which the SFHA is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the SFHA hearing procedures.

- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the SFHA determines that it is not bound by a hearing decision, the SFHA will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

E. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance. The Housing Authority may terminate assistance or uphold the appeal and permit continued participation in the subsidy program.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the SFHA will consider evidence of whether the household member:

- 1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
- 2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
- 3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

The participant family may request that the SFHA provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family

within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision.

F. Appeal Of Hearing Officer's Decision

In the event a participant wishes to appeal the hearing officer's decision, they must submit a written request for Administrative Review by the Administrator of the Section 8 Housing Department along with all supporting documentation. The Administrative Review will not include another hearing. The decision of the Administrator of the Section 8 Department will be final.

16.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease and the term of the HAP contract are the same. They begin on the same date and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract by terminating the lease. The HAP contract may be terminated by the SFHA. Under some circumstances the contract automatically terminates.

A. Termination of the lease

1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the SFHA after the first year of the lease. The length of the notice that is required is stated in the lease (generally 30 days).

2. By the owner.

- a. The owner may terminate the lease during its term and in accordance with the provisions of the Rent Ordinance for the following reasons:
 - i. Serious or repeated violations of the terms or conditions of the lease;
 - ii. Violation of Federal, State, or local law that impose obligations on the tenant in connection with the occupancy or use of the unit and its premises;
 - iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;
 - iv. Any drug-related criminal activity on or near the premises;
 - v. Other good cause. Other good cause may include, but is not limited to:
 - (1) Failure by the family to accept the offer of a new lease:
 - (2) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;

- (3) The owner's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit; or to renovate the unit.
- b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
- c. The owner may only evict the tenant by instituting court action. The owner must give the SFHA a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.

d.

3. Termination of the Lease by mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.

B. Termination of the Contract

- 1. Automatic termination of the Contract
 - a. If the SFHA terminates assistance to the family, the contract terminates automatically.
 - b. If the family moves out of the unit, the contract terminates automatically.
 - c. The contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.

2. Termination of the contract by the owner

The owner may only terminate tenancy in accordance with lease and State and local law.

3. Termination of the HAP contract by the SFHA

The Housing Authority may terminate the HAP contract because:

- a. The Housing Authority has terminated assistance to the family.
- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.

- c. The unit is larger than appropriate for the family size or composition under the Housing Choice Voucher Program.
- d. When the family breaks up and the SFHA determines that the family members who move from the unit will continue to receive the assistance.
- e. The SFHA determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.
- f. The owner has breached the contract in any of the following ways:
 - i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
 - ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937.
 - iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
 - iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement;
 - v. If the owner engages in drug-related activity or violent criminal activity.
 - vi The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 1. premises by :tenants, SFHA employees or owner employees; or
 - 2. residences by neighbors;
 - vii. Other conflicts of interest under Federal, State, or local law.
- 4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, the Housing Authority will continue to make payments until the owner obtains a judgment or the family moves out.

17.0 IMPLEMENTATION OF COST SAVING MEASURES DUE TO HAP SHORTFALL AS A RESULT OF CONGRESSIONAL APPROPRIATIONS ACTIONS

If the SFHA experiences a shortfall in Housing Assistance Payments (HAP) funding as a result of Congressional action thru the Federal Appropriations process, the SFHA may implement a series of procedures to ensure that the fiscal solvency of the SFHA is maintained while minimizing the impact on participating families.

These procedures may include but are not limited to:

- > Implementing mass rent-reasonableness re-determination
- > Adjusting the Payment Standard
- Adjusting Occupancy Standards to reflect a basic two persons per bedroom regardless of age or sex or relationship policy.
- Requesting HUD authority to adjust the percentage of income a family pays for rent
- Not re-issuing turn-over units
- Not Absorbing Portability Clients from jurisdictions with higher Payment Standards
- Rescinding vouchers for the number of families necessary to meet financial obligations of the Section 8 Program. In the event this option is implemented, priority will be given to senior and/or disabled households. Following this exemption, selection will be done by random lottery.

18.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the SFHA against costs associated with any judgment of infringement of intellectual property rights.

19.0 SFHA OWNED HOUSING

Units owned by the SFHA and not receiving subsidy under any other program are eligible housing units for Housing Choice Voucher holders. In order to comply with federal regulation, the SFHA will do the following:

- A. The SFHA will make available through the briefing process both orally and in writing the availability of SFHA owned units (notification will also include other properties owned/managed by the private sector available to Housing Choice Voucher holders).
- B. The SFHA will obtain the services of an independent entity to perform the following SFHA functions:
 - 1. Determine rent reasonableness for the unit. The independent entity will communicate the rent reasonableness determination to the family and the SFHA.
 - 2. To assist the family in negotiating the rent.
 - 3. To inspect the unit for compliance with HQS.
- C. The SFHA will gain HUD approval for the independent agency/agencies utilized to perform the above functions
- D. The SFHA will compensate the independent agency/agencies from our ongoing administrative fee income.
- E. The SFHA, or the independent agency/agencies will not charge the family any fee or charge for the services provided by the independent agency.

20.0 TRANSITION TO THE NEW HOUSING CHOICE VOUCHER PROGRAM

A. New HAP Contracts

On and after October 1, 1999, the SFHA will only enter into a HAP contract for a tenancy under the voucher program, and will not enter into a new HAP contract for a tenancy under the certificate program.

B. Over-FMR Tenancy

If the SFHA had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date of October 1, 1999, on and after October 1, 1999 such tenancy shall be considered and treated as a tenancy under the voucher program, and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b)(2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of October 1, 1999.

C. Voucher Tenancy

If the SFHA had entered into any HAP contract for a voucher tenancy prior to the merger date of October 1, 1999, on and after October 1, 1999 such tenancy will continue to be considered and treated as a tenancy under the voucher program, and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b) (2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of October 1, 1999.

D. Regular Certificate Tenancy

The SFHA will terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program entered into prior to the merger date of October 1, 1999 at the effective date of the second regular reexamination of family income and composition on or after the merger date of October 1, 1999. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The SFHA will give at least 120 days written notice of such termination to the family and the owner, and the SFHA will offer the family the opportunity for continued tenant-based assistance under the voucher program. The SFHA may deny the family the opportunity for continued assistance in accordance with 24 CFR 982.552 and 24 CFR 982.553.

21.0 HOME OWNERSHIP OPTION

The Section 8 Home Ownership Assistance (HOA) Program final rule implements an amendment to the regulations for the Section 8 tenant-based rental voucher program at 24 Code of Federal (CFR) part 982, and is added as a new "special housing type," under Subpart M. The amendments implement Section 8(y) of the United States Housing Act of 1937, as amended by Section 555 of the Quality Housing and Works Responsibility Act of 1998. Section 8(y) authorizes a Public Housing Agency (PHA) to provide tenant based assistance for an eligible family that purchases a dwelling unit that will be occupied by the family. Homeownership assistance offers a new option for families that receive Section 8 tenant based assistance.

The San Francisco Housing Authority (SFHA) hereby establishes and shall administer the HOA program in accordance with the rules and regulations outlined in the 24 CFR Section 982. Following are the policies and procedures for the operation of the SFHA HOA Program that will govern the operation of the HOA program for the SFHA and are included in the Section 8 Administrative Plan.

The SFHA shall establish a Home Ownership Advisory Committee to assist with the development of the SFHA's HOA program to include, but not limited to, representatives from the following agencies:

San Francisco Mayor's Office of Housing
San Francisco Redevelopment Agency
San Francisco Housing Development Corporation
Bank of America Community Reinvestment
San Francisco Board of Realtors
Housing Conservation and Development Corporation
Federal Home Loan Bank of San Francisco
Citibank Community Relations
Asian, Inc.
Urban HDC
Wells Fargo Home Mortgage

The SFHA shall add additional representatives to the Committee as assessments are made to ascertain the effectiveness of this working group.

21.1 FAMILY ELIGIBILITY AND QUALIFICATION

To qualify for the HOA program a family must meet the following eligibility criteria:

- 1. A family must be a participant in the SFHA tenant-based Section 8 Housing Choice Voucher Program and be in compliance with their Lease and Program Regulations.
- 2. Must be a "First Time Home Buyer". To qualify as a First-time homeowner the family must meet one of the following definitions:
 - the assisted family may not include any person who owned a "present ownership interest" in a residence of any family member during the three years before the commencement of homeownership assistance for the family
 - A single parent or displaced homemaker, who while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse
 - Cooperative Members. Residents of limited equity cooperatives are eligible for the home ownership option. A family that owns or is acquiring shares in a cooperative is considered a first time home buyer, as the rule allows assistance for a family that already owns cooperative shares before commencement of Section 8 homeownership assistance, not just for a family that acquires cooperative shares for the first time with the support of such assistance. (Title to a mobile home is not considered as a home ownership for purposes of this option).
- 3. At least one or more of the family members who will purchase the home must be employed on a full-time basis for a minimum of twelve consecutive months prior to the application to participate in the HOA program. The minimum employment income is equal to 2000 hours at the federal minimum wage. Employment must be for not less than an average of 30 hours per week. The employment requirement does not apply to a family that includes an elderly or disabled person, or to families that include a disabled person, if granting such an exemption is needed as a reasonable accommodation. The minimum employment requirement will only be applied to determine initial eligibility and at each time the family requests to move with continued HOA. Or, in the case of a family member who will purchase the interest of the home of another family member who has ownership interest in the home.

For eligibility purposes, the SFHA shall count the welfare income of an elderly or disabled.

- 4. Successive and breaks of employment lasting for more than a thirty (30) day period shall be reviewed by the SFHA on a case by case basis.
- 5. The head of household must be a member of the Section 8 Family Self Sufficiency (FSS) program for a minimum period of at least one year, including the development of an Individual Training and Service Plan, and are meeting the obligations of their FSS contract. Or the family may be a former member of the FSS program who has

successfully completed the program. Upon re-entry, the family will not have to meet the minimum<u>one</u> year FSS requirement before they are allowed to enter the HOA program. The family will be required to meet all other obligations and pre requirements of the HOA program. Elderly and disabled persons are exempt from the requirement to participate in the FSS program, but are not prohibited from participation.

- 6. The family cannot include members who have defaulted on a mortgage obtained while in a HOA program. Any family that has previously defaulted on a mortgage obtained in the HOA program is permanently barred from participation in the HOA program.
- 7. The family is in "Good Standing" with the SFHA. Good Standing is defined as a family who does not have a debt with the SFHA or another Housing Authority. Before approval to enter the HOA program the family must re-pay all outstanding debts to the SFHA or other Housing Authority.
- 8. A family that has failed to establish a repayment agreement on a debt with the SFHA, or has failed to honor an established repayment agreement with the SFHA, or an other Housing Authority, shall be required to satisfy the debt before the family is allowed to enter the HOA program.
- 9. If a family is an existing member of the FSS program and develops a debt with the SFHA, the family shall not be allowed to enter the HOA program until it has paid the debt in full. If the debt is a result of fraudulent activity on the part of the family member who has executed an FSS Contract of Participation, the SFHA, the family will be terminated from the FSS program and forfeit any escrow saved.
- 10. An eligible Public Housing resident pursuant to appropriate authorization through an approved HUD grant that authorizes a Public Housing Family to participate in the Section 8 Homeownership Program. All other qualifying criteria applies to the Public Housing Family except FSS participation. However, upon acceptance, the families would be required to register with and participate in the Section 8 FSS program as a condition of HOA participation

21.2 SFHA HOA PROGRAM SIZE

The SFHA shall initially operate a HOA program of fifty-one to one hundred households, and shall increase the program size at its sole discretion. The program size shall not exceed five percent of the SFHA's total tenant-based Housing Choice Vouchers.

21.3 OUTREACH

The SFHA shall utilize the following outreach efforts to inform potential HOA program participants and organizations involved in the home purchase field:

- a) Information workshops for prospective participants.
- b) Information workshops for Lenders, Realtors, community-based and other applicable organizations.
- c) Development of brochures, letters, memos and flyers for prospective program participants
- d) A Homeownership Program Fact Sheet will be included in the tenant information packet during Section 8 program briefings. The Fact sheet shall include a description of the HOA program, minimum program requirements and an application section to join the FSS program.
- e) Fact Sheets/FSS applications shall be provided to Section 8 participants during their annual re-certifications.
- f) Brochures about the HOA program will be placed in local consumer credit counseling agency offices, check cashing facilities, banks, mortgage companies and other applicable organizations who are working in cooperation with the SFHA.

21.4 HOME OWNERSHIP COUNSELING

Prior to approval of participation in the HOA program, each family must attend and satisfactorily complete Home Buyer Education Counseling, offered by a HUD approved counseling agency and/or the SFHA. Minimum pre-assistance counseling includes the following:

- A. Credit counseling
- B. Money management and budgeting
- C. How to negotiate the purchase price of a home
- D. How to get home ownership financing (pros & cons of different financing)
- E. How to find a home (including information about homeownership opportunities, schools, and transportation.
- F. Real Estate settlement procedures
- G. Fair Housing and local fair housing agencies
- H. How to avoid and identify predatory lending and high risk loans.

21.5 FAMILY OBLIGATIONS AND CONTINUED ASSISTANCE REQUIREMENTS:

The family must execute a Statement of Family Obligations. In the statement, the family agrees to specific obligations, rules and requirements of the HOA program as follows:

21.5.1 OCCUPANCY OF THE HOME

HOA assistance will be paid while the family is residing in the home. If the family moves out of the home, the SFHA will not continue HOA payments beyond the month the family moved out. The family or lender is not required to refund to the SFHA the HOA payment for the balance of the month the family moved out.

21.5.2 COMPLIANCE WITH THE MORTGAGE

- 1. The family must comply with the terms of the mortgage securing debt incurred to purchase the home, and any refinancing of such debt.
- 2. The family must obtain written approval from the SFHA before securing any refinance or equity loan.
- **3.** During the time the family receives home ownership assistance, no family member may have any ownership interest in any other residential property.

21.5.3 PROHIBITION AGAINST CONVEYANCE OR TRANSFER OF THE HOME

So long as the family is receiving HOA, they may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home. If the family chooses to sell the home to another family member, they must inform the SFHA of their intent prior to the sale, and receive written consent from the SFHA before commencing with any sale, refinance or transfer of interest. The family is required to provide the SFHA with applicable documentation related to any sale, refinance, or transfer.

Upon the death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, HOA assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of the title by operation of the law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members. The family is required to inform the SFHA of the decedent's death within fourteen (14) days if its occurrence.

21.5.4 THE FAMILY MUST PROVIDE THE SFHA WITH THE FOLLOWING INFORMATION

- a. Any mortgage or other debt incurred to purchase the home, and any refinancing of such debt (including information needed to determine whether the family has defaulted on the debt, and the nature of any such default, and information on any satisfaction or payment of the mortgage debt;
- b. Any sale or other transfer of any interest in the home.
- c. The family's homeownership expenses. During each annual re-certification, the family is required to document that it is current on mortgage, insurance and utility payments.

21.6 RELOCATION – SEE PORTABILITY

The family is prohibited from moving more than once in a twelve-month period. The family will be required to participate in pre or post-counseling prior to re-housing if more than two years have passed since the family initially entered the HOA program, or if significant HOA regulation changes have occurred that might affect the family's continued eligibility.

21.7 NOTICE OF MOVE-OUT AND MORTGAGE DEFAULT

The family must notify the SFHA of its intent to move out of the home by supplying the SFHA with an advanced written thirty-day notice.

The family will notify the SFHA in advance if any family member who owns, in whole or in part, any ownership interest in the home moves out.

The family must notify the SFHA if the family defaults on a mortgage securing any debt incurred to purchase the home within fourteen days of default.

21.8 CHANGES IN FAMILY INCOME/HOUSEHOLD COMPOSITION

The Family must inform the SFHA of any changes in the sources and amounts of family income and notify the SFHA of any changes in the family composition within fourteen (14) days of the change.

- 1. The family must comply with the obligations of the HOA program.
- 2. The family must not sublease or assign the property.
- 3. No family member may commit fraud, bribery or any other corrupt or criminal act in connect with the program.
- 4. No family member must participate in illegal drug or violent criminal activity.

21.9 COMPLIANCE WITH THE FAMILY SELF SUFFICIENCY (FSS) PROGRAM

The family must comply with the terms and requirements of the FSS program and their FSS Contract of Participation. Elderly and disabled persons are exempt from the requirement to participate in the FSS program, but are not prohibited from participation.

21.10 ONGOING COUNSELING

The family must participate in SFHA or it's designee offered home ownership counseling on at least an annual basis for the first five years the family participates in the HOA program, and each time the family moves, with continued assistance, within the jurisdiction of the SFHA.

21.11 HOMEOWNERSHIP PROGRAM BRIEFING

The family shall attend a briefing about the HOA program. At a minimum, the briefing will include the following subjects:

- a) A detailed explanation of the HOA and how it differs from the Section 8 rental assistance program.
- b) Information about HUD approved homebuyer education counseling programs, and the conditions for satisfactorily completion and verification of attendance.
- c) Issuance of the HOA voucher.
- d) A list of some types of loans that are approved for use with the HOA program
- e) An explanation of how SFHA assistance portion is calculated
- f) A fact Sheet to potential lenders explaining the HOA program
- g) A list of required documents the family must provide to the SFHA to include the following:
 - 1. Verification of funds for the family's 3% initial down-payment investment.
 - 2. A copy of the contract of sale and purchase.
 - 3. A copy of the professional home inspection report.
 - 4. A copy of the pest report for home to be purchased, where available.
 - 5. A copy of the home purchase closing documents.
- h) A statement of family obligation and responsibility.
- i) Other related documents as deemed necessary by the Housing Authority.

21.12 HOA VOUCHER TIME LIMITS AND EXTENSIONS

The family shall be issued a Voucher for an initial period of sixty (60) days. If the family has not found a home to purchase within the initial (60) day period, the family may be granted an additional (60) days. If all necessary loan approvals, home inspections and escrow closing do not occur within the second (60) day period, the family may submit a written request for an extension for an additional (60) days to the Housing Authority. The combined maximum period cannot exceed six months. Any further extension will be at the discretion of the Section 8 Program Administrator or his assignee. The family may at any time during the six months period decide to cancel their HOA voucher and maintain their Section 8 tenant-based rental assistance status.

If the family has executed a contract of sale and fails to complete the sale for reasons other than those beyond their control, such as not securing a loan, the home fails inspections, or the sellers' failure to meet the conditions outlined in the contract of sale, the family's HOA participation request may be withdrawn by the SFHA. If a withdrawal occurs, the family will be required to wait one year before it will be allowed to participate in the HOA program.

21.13 NEW VOUCHER HOLDER

The SFHA reserves the right to restrict HOA to current Section 8 participants. New voucher holders will be given information about the HOA program for future consideration, but will not be allowed to participate in the HOA program until they have maintained residency within the city and county of San Francisco as a Section 8 participant for at least one year, except as indicated in Section 21.1.10.

Extensions on the time to locate a home shall be approved at the discretion of the Leased Housing Administrator or his appointee on a case by case basis.

21.14 MINIMUM FAMILY DOWN-PAYMENT/EQUITY REQUIREMENT

The Family must contribute a minimum of 1% of the purchase price of the home with income taken from the family's personal resources.

A family may combine personal savings along with an amount from their FSS program escrow account to accumulate the total 1% down payment.

The family must be able to demonstrate to the satisfaction of the SFHA that it has the 1% minimum on deposit with a banking, savings and loan or other financial institution, or in an FSS program escrow account. Documents that may be acceptable forms of verification may include the following:

- 1. Checking/savings account statements for the last three months.
- 2. An FSS escrow account balance report or letter.

Finance Requirements and Loan Affordability

The family is responsible for securing their own loan financing for participation in the HOA program. All loans must comply with secondary mortgage market underwriting requirements. If the loan is financed with FHA mortgage insurance such financing is subject to FHA mortgage insurance requirements. The SFHA reserves the right to review lender qualifications, loan terms, or other debt to determine that the debt is affordable. The family must provide the SFHA with a copy of their loan documents for approval by the SFHA prior to an offer to purchase or execution of a contract of sale. The loan document must include the names of all persons that are party to the loan.

If a mortgage is not FHA insured, the SFHA will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, California Finance Agency (CFA), the Federal Home Loan Bank or other private lending institutions.

The family's loan finance terms must be approved by the SFHA prior to the close of escrow and before the family executes a contract of sale. The SFHA will determine the family's affordability of their finance terms, taking into account other family expenses

including, but not limited to, childcare, un-reimbursed medical expenses, transportation cost, education and training expenses.

21.15 LOAN RESTRICTIONS

The SFHA has identified that certain types of funding sources are considered high risk and could work towards the detriment of the family's successful participation in the HOA program. Following are some of the types of loans and financing that are not approved for use with the HOA program:

- 1. Balloon Payments.
- 2. Variable rate loans without a maximum ten percent interest rate cap.
- 3. Fixed rate loans with interest rates exceeding 10% percent.
- 4. Loans including other persons other than those listed in the family HOA application with the SFHA.
- 5. Seller financed loans (Exemption to this provision will be reviewed on a case by case basis).
- 6. Other types of loans that come to the attention of the SFHA that demonstrate a high risk factor to be decided on a case by case basis.

There is no prohibition against using local or State Community Development Block Grant (CDBG) or other subsidized financing in conjunction with the HOA program.

21.16 CONTRACT OF SALE

- 1. A family must execute a purchase agreement or contract of sale with the owner of the property to be purchased. The exception is in the case of cooperative members, with existing cooperative shares.
- 2. All purchase agreements or contract of sale must include a provision for the SFHA to inspect the property, in addition to an inspection of the home by a licensed professional home inspector. The contract must state that the purchaser is not obligated to purchase the home unless such inspections are satisfactory to the SFHA.
- 3. The contract must include language stating that the purchaser is not obligated to pay for any necessary repairs without SFHA approval.
- 4. The contract must include language stating that the purchaser is not obligated to purchase the home if the mortgage finance terms are not approved by the SFHA
- 5. The contract must contain a seller certification that the seller is not debarred, suspended, or subject to limited denial of participation, under 24 CFR part 24.

21.17 LOAN DISAPPROVAL

The SFHA reserves the right to determine if the family's finance terms to secure a mortgage are acceptable under the HOA program. The SFHA decision to deny a loan shall be based on the following:

- a. The loan terms are considered high risk, ie balloon payment,
- b. Includes a variable interest rate with a cap exceeding ten percent.
- c. The family income, combined with housing assistance, is insufficient to cover all housing costs.
- d. The loan or purchase contract has terms and conditions that are burdensome and inconsistent with the HOA program rules and objective.

In the event of an appeal of the decision by the family, the Leased Housing Administrator or his assignee will review the decision.

During the initial HOA program briefing the family will receive a list of certain types of loans that are not approved for use with the HOA program. However, in the event a family secures a loan type that has been categorized as "unapproved," the Housing Authority will take the following action:

- 1. The family will be issued a Notice of Loan Disapproval. The notice will state the reason for the disapproval, and inform the family that they must seek another type of financing.
- 2. The time between submission of the loan documents and the disapproval will not be counted against the family time to find a home under the HOA program.

21.18 SELECTING REALTORS AND AGENTS

The family shall be responsible for selecting their own real estate agents, inspectors and representatives. The SFHA will not direct a family to any specific sales representatives, lenders, mortgage companies or real estate agents.

The SFHA will maintain on site data/information about real estate lenders, sales agents, down-payment programs and more which the family may choose to use at their discretion. The SFHA has established the cooperation of the following public and private organizations, which the family may choose to use at their discretion:

- 1. San Francisco Mayor's Office Housing and Community Development:
 - Down Payment Assistance (DALP) Program
 - Mortgage Credit Certificate (MCC) Program
 - 1st Time Home Buyer Program
 - Mayor's Condominium Resale Program
- 2. San Francisco Consumer Credit Counseling Agency
- 3. San Francisco Housing Development Corporation
- 4. Bank of America

- 5. San Francisco Redevelopment Agency
- 6. Citibank

21.19 TYPE OF HOME AND PERMITTED OWNERSHIP ARRANGEMENTS

The SFHA must determine that the home is eligible. A family approved for HOA may purchase the following type of home within the City and County of San Francisco:

- 1. New or existing home;
- 2. Single family home;
- 3. Condominium;
- 4. Home under construction;
- 5. Cooperative;
- 6. A home within the jurisdiction of another Housing Authority, providing the receiving Housing Authority is operating a HOA program;
- 7. The home is a one-unit property. Homes with investment potential will not be approved for use in the HOA program;
- **8.** The home passes a Housing Quality Standards Inspection.

The following "Special Housing Types" are not allowable for use in the HOA program.

- a. Congregate Housing;
- b. Group Homes;
- c. Shared Housing;
- d. Cooperative Housing (excluding families that are not cooperative members);
- e. Manufactured Homes;
- f. Single Room Occupancy Units.

The HOA may be utilized in two housing types

- 1. A unit owned by the family where one or more family members holds title to the home:
- **2.** A cooperative unit where one or more family members hold membership shares in the cooperative.

21.20 HOME INSPECTIONS

Two kinds of physical inspections are required in the homeownership option in addition to and separate from any lender required inspections:

 A Housing Quality Standard (HQS) inspection by the Housing Authority. The HQS inspection does not include an assessment of the adequacy and life span of the major building components, building systems, appliances and other structural components. However the inspection will indicate the current physical condition of the unit and any repairs necessary to ensure that the unit is safe and otherwise habitable. 2. An independent professional home inspection. The inspection must cover the major building systems, including the foundation, structure, plumbing, electrical and heating systems, the interior and exterior, and roof.

The home inspector cannot be an employee or contractor of the SFHA. The home inspector chosen by the family must be a member of the American Society of Home Inspectors (ASHI), the National Association of Home Inspectors (NAHI) or the American Association of Professional Home Inspectors (AAPHI). The SFHA shall maintain a database listing of membership for the ASHI, NAHI and the AAPHI for the family's use.

The home shall be inspected by the SFHA on an annual basis for the first two years of participation in the HOA program. Thereafter, no annual inspection will be completed by the SFHA.

The professional home inspection must be requested and paid for by the family and a copy of the inspection report must be provided to the SFHA

The sources of funds for family payment of the home inspection may be a source other than family savings.

21.20.1 REVIEW/APPROVAL AND DISAPPROVAL OF THE HOME INSPECTION REPORT

The SFHA will review the professional inspection report to determine whether repairs are necessary prior to purchase and to generally assess whether the purchase transaction makes sense in light of the overall condition of the home and the likely cost of repairs and capital expenditures.

If the Housing Authority HQS inspection report and the professional Inspector's report reveals that the home meets satisfactory standards and there are no deficiencies that cannot be corrected prior to sale, the SFHA shall take the following action:

1. Provide the family with a notice of inspection approval, and instruct the family to proceed with the home purchase process.

If the Housing Authority HQS inspection report and/or the Inspector's report reveals costly defects in the home, the SFHA shall take one or more of the following actions:

1. Review the report with the family to discuss whether it is feasible to have the necessary repairs completed prior to sale. If the family and the SFHA agree that such repairs would be feasible, the SFHA will outline those defects, as noted in the inspection reports that must be corrected prior to sale, within a specific time frame for correction. Upon correction of the defects, the SFHA will complete a follow-up HQS inspection. The family will be required to follow up with the

- professional Inspector to review the corrections on their behalf. The family must provide the SFHA with a copy of the follow-up home inspection report.
- 2. Disapprove the unit for assistance because of the major physical problems and substantial correction cost and provide the family with a Notice of Disapproval. The notice will state the reason for the disapproval, and inform the family that they must withdraw their offer on the home and search for another home to purchase. The time period between the HQS inspection and the disapproval will not be counted against the family.
- 3. All defects and repairs must be completed at least two weeks prior to the purchase close date.

21.21 TERM OF HOMEOWNERSHIP ASSISTANCE

Except for elderly and disabled families, HOA assistance may only be paid for a maximum period of 15 years if the initial mortgage incurred to finance the purchase of the home has a term of twenty years or longer. In all other cases, the maximum term is ten years.

The maximum term for homeownership assistance does not apply to an elderly family or disabled family.

In the case of an elderly family, this exception is only applied if the family qualifies as an elderly family at the commencement of HOA.

In the case of a disabled family, the exception applies if at any time during receipt of home ownership assistance the family qualifies as a disabled family.

If, during the course of HOA, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date HOA commenced. However, such a family must be provided at least 6 months of HOA assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive Section 8 HOA.

The maximum term applies to any member of the family who:

- **1.** Has an ownership interest in the unit.
- 2. Is the spouse of any member of the household.

21.22 AMOUNT AND DISTRIBUTION OF MONTHLY HOMEOWNERSHIP ASSISTANCE PAYMENTS

The family's Section 8 monthly home ownership assistance payment will be the lower of (1) the Section 8 voucher payment standard minus the Total Payment or (2) the monthly home owner expenses minus the Total Tenant Payment.

The payment standard for the family is the lower of

- (1) The payment standard for the family unit size; or
- (2) The payment standard for the size of the home

The payment standard is established at one of the following points:

- 1. Commencement of home ownership assistance for occupancy of the home; or
- 2. The most recent regular reexamination of the family income and composition since the commencement of home ownership assistance for occupancy of the home.

The SFHA does not establish a separate payment standard for assistance under the HOA.

Home ownership expenses include principal and interest on the mortgage debt, refinancing charges of the mortgage debt, taxes and public assessments, insurance, maintenance allowance expenses, majors repairs and replacements will be based on recommended allowances provided by a SFHA designee.

The monthly HOA payment will be made directly to the lender on behalf of the family. An exception to this provision will be made on a case by case basis, and will be approved only when direct lender payments have been determined to be unacceptable by the lender from whom the family has received their mortgage financing.

If the family's income increases to a level that it is no longer eligible to receive a home ownership assistance payment, eligibility for such payments will continue for 180 calendar days. At the end of a continuous period of 180 days without any assistance payments, eligibility for Home ownership assistance will automatically terminate.

21.23 DETERMINATION OF EXPENSES AND CREDITS

The amount of assistance shall be determined by the SFHA based on an adjusted voucher credit calculation in consideration of the following costs to the family:

- a. Principal and interest on the initial mortgage debt and any mortgage insurance premium incurred to finance purchase of the home and any refinance of such debt.
- b. Real estate taxes and public assessments on the home.
- c. Homeowners' insurance.
- d. The SFHA maintenance, major repairs and replacements allowance schedule.
- e. The SFHA utility allowance schedule.

Home ownership expenses for a cooperative member will include:

- 1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home.
- 2. Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt or other mortgage debts.
- 3. Homeowners' insurance

- 4. SFHA allowance for maintenance expenses, including major repairs and replacement
- 5. The SFHA utility allowance schedule.

21.24 COOPERATIVE MEMBERS

The SFHA may provide HOA to a family who is a member of a cooperative and who owns or is acquiring membership shares in the cooperative.

A cooperative is defined as: Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in the management of the housing.

A cooperative member is defined as: A family of which one or more members owns membership shares in a cooperative.

Memberships shares is defined as: Shares in a cooperative. By owning such cooperative shares, the share owner has the right to reside in a particular apartment in the cooperative, and the right to participate in management of the housing.

The cooperative member must meet the basic minimum eligibility criteria established by the SFHA, including minimum income and employment requirements for at least one or more of the family members that owns or is acquiring membership shares.

The SFHA shall require an HQS inspection prior to commencement of HOA assistance. If the unit fails inspection, the SFHA will employ its standard inspection follow up procedures related to the HOA program. (See inspections). A cooperative member is exempt from the requirement to obtain a professional home inspection.

The SFHA shall make HOA payments directly to the cooperative on behalf of the cooperative member.

The cooperative family is not required to maintain continued affordability for lower income families after transfer of the members' interest.

All other requirements, policies and procedures of the HOA program shall apply to cooperative members.

21.26 LEASE -PURCHASE AGREEMENT

HOA assistance may be provided to a family that previously occupied a unit under a lease-purchase agreement. A lease-purchase agreement is a lease/rental agreement between a property owner and a tenant with the objective of the tenant to purchase/take title to the leased/rented property by a specified time. In most cases, the monthly rent includes an amount referred to as a homeownership premium, which is an increment of

value attributable to the value of the lease purchase right or agreement such as an extra monthly payment to accumulate a down-payment or reduce the purchase price.

If a family who holds a Section 8 voucher, or is currently receiving rental assistance under the Section 8 rental assistance program would like to enter into a lease-purchase agreement with the property owner, the family may do so. However, the family will not be subject to the HOA regulatory requirements until the family is ready to exercise the HOA program option. At that time the SFHA will determine if the family is eligible for HOA program.

Lease purchase agreements are considered rental, and all the normal tenant-based Section 8 rental rules are applicable. Therefore, the SFHA will not make a housing assistance payment for a lease-purchase unit that may exceed the amount that would be paid on behalf of the family if the rental unit were not subject to a lease-purchase agreement.

Any homeownership premium, or extra monthly payment towards a down payment related to the lease-purchase agreement must be absorbed by the family. Families are permitted to pay any extra amount out of pocket to the owner for purchase-related expenses. Therefore, when the SFHA determines whether or not the rent on a lease-purchase agreement is reasonable, any homeowner premium is excluded.

The family must meet all of the initial HOA program eligibility criteria before being approved to enter the HOA program. Therefore, if the family purchases or takes title to the home before receiving approval to participate in the HOA program, the family will be determined ineligible to participate in the HOA.

When a family who has leased a unit under a lease-purchase agreement is approved for participation in the HOA program, and chooses to exercise the HOA program for that unit, the family must complete the following:

- a) Meet all initial eligibility criteria for participation in the HOA program.
- b) Complete homeownership counseling.
- c) Secure mortgage financing and obtain approval of the finance terms by the SFHA.
- d) Arrange for an independent professional home inspection and provide the SFHA with a copy of the inspection report.

Upon approval to enter into the HOA program, the lease/purchase family will be processed pursuant to the established HOA procedures outlined in this plan.

21.27 PORTABILITY

A family that is determined eligible for homeownership assistance may opt to exercise their right of portability under the HOA program to an area outside of the SFHA's jurisdiction if the receiving PHA is administering an HOA program and is accepting new families into their HOA program.

The receiving PHA may absorb the HOA program family or bill the SFHA for the HOA program assistance using the normal portability billing process.

When moving to another county, a family must adhere to the receiving PHA's administrative policies. The family is required to attend a briefing and counseling sessions required by the receiving PHA. The receiving PHA, not the SFHA will determine whether the financing for and the physical condition of the unit are acceptable.

A family cannot exercise portability to a county that does not have an HOA program, or is not accepting new participants.

When a family decides to exercise portability the SFHA will take the following steps:

- a. Contact the receiving PHA to determine if it is operating an HOA program and if they are accepting new participants. If the receiving PHA does have a HOA program and they are accepting new participants, the SFHA will complete the following task:
 - 1. Notify the family that the receiving PHA does have a HOA program and is accepting new participant.
 - 2. Complete a review and verification of all family income, and request recent documentation to verify such income.
 - 3. Submit a letter of portability to the receiving PHA; copies of family data including documentation of all sources of income, copies of social security cards, birth certificates, bank statements and other necessary information needed to assist the receiving PHA in determining the family's HOA assistance amount.
 - 4. Submit to the receiving PHA a copy of the family's 50058 family summary report
 - 5. Submit a letter of intent to the receiving PHA of their intent to absorb the family or bill the SFHA
 - 6. Establish an account with the receiving PHA if a determination is made that they will not absorb the family into their HOA program.

21.28 MOVING WITH CONTINUED HOA ASSISTANCE

If a family chooses to move to another home with continued assistance from the HOA program, they must meet the statutory employment and minimum income requirements. If a family cannot meet the statutory employment and minimum income requirements, the family will be denied permission to move with continued HOA assistance.

21.29 SFHA DENIALS TO MOVE WITH CONTINUED ASSISTANCE

The SFHA may exercise the right to deny a family continued assistance when it relocates for one or more of the following reasons:

- a. Lack of funding: The SFHA may deny permission to move with continued voucher assistance if the SFHA does not sufficient funding to provide continued assistance.
- b. If a family has not met its family obligation as outlined in the HOA program Statement of Family Obligation.
- c. If the family has committed fraud in connection with the HOA program.
- d. If the family has defaulted on a FHA insured mortgage, they will not be able to receive rental assistance, but may re-apply to the Section 8 program. The SFHA, will deny the family permission to move with continued voucher assistance unless the family demonstrates:
 - 1. The family has conveyed title to the home, as required by HUD, to HUD or to HUD's designee; and
 - 2. The family has moved from the home within the period established or approved by HUD and/or the SFHA.

21.30 SWITCHING FROM HOA TO RENTAL ASSISTANCE:

The SFHA may allow a family to switch from the HOA program to the Section 8 Rental Assistance Program. The family must meet the following criteria for determination of transfer:

- a. The family has not defaulted on a loan with the HOA program
- b. The family has met all of its obligations while participating in the HOA program.
- c. The family vacates the home and conveys the title to the appropriate designee or representative. The family must sign a Conveyance Acknowledgement Notice, indicating the requirement to completely transfer and convey the property, and failure to do so will result in termination of their rental assistance if such assistance has commenced.

If the family is approved for transfer from the HOA program to rental assistance, the SFHA will issue the family a rental voucher, and the family will complete the normal voucher home search process. During the period the family is searching for a renal unit, and, if no mortgage default has occurred, the SFHA will continue to provide the family with HOA.

If the family fails to transfer or convey the property, the SFHA will not provide the family with rental assistance. If a rental assistance lease has commenced, the SFHA will terminate the family's Section 8 Voucher and rental assistance payments.

A family member who owns an interest in the home cannot split and receive both HOA assistance and rental assistance concurrently. Other family members must apply to the Section 8 wait list.

21.31 SFHA DENIALS TO PARTICIPATE IN THE HOA PROGRAM

The SFHA reserves the right to deny or terminate the assistance for the family, and will deny voucher rental assistance for the family, in accordance with HUD regulations governing any failure to comply with the family obligations, mortgage default, failure to demonstrate that the family has conveyed title to the home as required, or if the family has moved from the home within the period established or approved. A family may be denied participation in the HOA program for the following reasons:

- 1. It does not meet the minimum employment and income requirements.
- 2. They family has defaulted on a loan with the HOA program.
- 3. The family is not complying with their family obligation on the Section 8 rental assistance program.
- 4. The Family has committed fraud in connection with the Section 8 rental assistance program.
- 5. The family has an outstanding debt with the SFHA or another Housing Authority.

21.32 TERMINATIONS

The SFHA may terminate a family from the HOA program for one or more of the following reasons:

- 1. The family has defaulted on a loan with the HOA program.
- 2. The family has not complied with the requirements of the HOA program, and have failed to maintain their family obligations as required.
- 3. The family has committed fraud in connection with the HOA program.
- 4. The family has committed fraud in connection with the FSS Program.
- 5. If the family moves from the home without prior consent of the SFHA.
- 6. The family request to be withdrawn from the HOA program.
- 7. The family moves outside of the jurisdiction of the SFHA, and has entered the HOA program of another Housing Authority.
- 8. A family member engages in violent or criminal activity or uses the home for illegal, illicit or immoral purposes.
- 9. In accordance with HUD requirements.

If the SFHA proposes to terminate a family's HOA, the family has the right to request an Informal Hearing to appeal the decision to terminate, as outlined in this administrative plan. (See Informal hearings)

21.33 INFORMAL HEARINGS

The SFHA will provide the opportunity for an informal hearing to program participants who are being terminated from the program because of the family's action/failure to act. The SFHA will send the family a written notice outlining the reasons for the decision to terminate, including notification that the family may request an informal hearing within

fourteen days from the date of the notice. Assistance to the family will continue until all appeal and hearing processes have been completed.

When a participant requests a hearing, the SFHA will schedule the hearing promptly and notify the participant of the date and time of the hearing. Prior to the hearing the family will be given the opportunity to review their file and any documents that were instrumental in the decision to terminate their assistance. The family may request copies of documents relating to the termination and will be required to pay the SFHA a nominal fee for such copies. The SFHA must be given the same opportunity to examine any family documents that are directly related to the hearing and to copy them at its own expense.

A hearing Officer designated by the SFHA will conduct the hearing. This person will be someone other than the person who made the decision to terminate, or that supervises the person who made the decision. The family may retain a lawyer or other representative, at their own expense. The family will be given the opportunity to present evidence and to question any witness. The hearing officer will issue a written decision within 30 days, stating the reasons for the decision.

21.34 STATEMENT OF NON DISCRMINATION

The SFHA will administer and operate the Home Ownership Assistance Program without regard to race, religion, color, or creed, sex or sexual orientation, family status or national origin. Reasonable conveniences will be afforded to any person with disabilities, that otherwise qualify for the program; provided that such assistance does not cause undo financial and/or administrative burdens to the SFHA.

The SFHA will administer the Home Ownership Assistance Program in accordance with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and current statutory and regulatory rules governing Section 8 Programs.

22.0 MISCELLANEOUS

22.1 SPECIAL PURPOSE FUNDING

Occasionally, HUD will provide Section 8 voucher funding for a specific purpose. The SFHA has received allocations of special funding for the following categories:

Homeless/Robert Wood Johnson

This was a demonstration program for homeless families which is no longer active. However families admitted under this program continue to receive Section 8 subsidies. No new families shall be admitted.

• Aftercare Program

This is a formerly State-run Program targeted to senior and disabled families who are receiving support services which enable families to work towards independent living. Applicants are referred from community based agencies who provide services to the applicants and have executed Memorandums of Understanding with the SFHA.

The SFHA maintains a separate waiting list for these applicants pursuant to the regulatory agreement executed by the State of California to establish the Aftercare subsidy program at the local jurisdiction with the same guarantees and restrictions that existed for the State-run Aftercare Program.

Selection from the waiting list is based on date and time of application. The Aftercare Program has 195 subsidies set aside for housing families from this waiting list. MOUs are currently in place with the following agencies:

- Goldman Institute on Aging
- Golden Gate Regional Center
- State Department of Rehabilitation/Community Mental Health Services
- Independent Living Resource Center
- Department of Human Services Adult Services-In Home Support Services

Earthquake Victims

As a result of the Loma Prieta Earthquake of 1989, HUD issued a special set aside for subsidies targeted to families who were displaced by the Loma Prieta Earthquake. These units are located in the Senator Hotel, the Ritz Hotel, Iroquois Hotel, and South Park Residence. These units, primarily Single Room Occupancy (SRO) units, are filled by separate waiting lists permitted under the Moderate Rehabilitation Single Room Occupancy Program. Applications are accepted by Community Housing Partnership, TNDC, and Caritas Management Corporation at set locations, dates and times. When vacancies come available, the owners of these sites refer the next qualified candidate to the SFHA for Eligibility determination and certification.

Applications can be submitted to the following locations when open:

Ritz Hotel Currently Closed

• Senator/Iroquois Hotels Tuesdays 1P.M. – 3 P.M.

South Park Residence Currently Closed

SFHA shall post notices in their Section 8 office when notified of an impending open application period for any of these lists.

Geneva Towers Relocation

This relocation effort has been completed and is no longer accepting new referrals

• Veterans Affairs Supportive Housing (VASH)

This program is targeted to Veterans in need of affordable housing who are working with the Veterans Administration Support Services Program. Eligible applicants are placed on a VA administered waiting list and referred to the SFHA for eligibility determination and Certification whenever a spot opens up in the Program. Interested applicants must contact the VASH Coordinator at the Veterans Administration Medical Center located at 4150 Clement Street, San Francisco for consideration to be placed on the waiting list.

Mainstream Program

This program provides Vouchers targeted exclusively to non-elderly disabled persons from the Section 8 wait list. The SFHA currently has 75 Vouchers assisted under the Mainstream Program.

• 1915 (C) Waivers

Fair Share NOFAs in FY 1999 and FY 2000 provided incentive points in the scoring of applications for Housing Authorities willing to set aside at least 3 % of the awarded Voucher's for providing assistance to applicants eligible for benefits under the State's 1915 (C) Waiver Program. San Francisco's Goldman Institute on Aging is the only agency authorized to provide benefits under the 1915 (C) Waiver Program. The SFHA has contract with the Goldman Institute on Aging to assist it in identifying and certifying eligible participants for the 1915 (C) Waiver Program. The SFHA has committed a minimum of 54 subsidies to assist elderly persons live independently.

HOPE VI Relocation/Replacement

Public Housing sites which receive HOPE VI grants are eligible to issue the tenants in the awarded development Section 8 Vouchers to relocated to private housing during the rehabilitation period. Families are referred in collaboration with the SFHA relocation team assembled to facilitate the HOPE VI process.

- Conventional Public Housing Priority Transfers
- Preservation "Enhanced" Vouchers

Generally, when special funding is provided by HUD, instructions will be issued on the initial and subsequent use of the funding. The SFHA will administer the special funding in accordance with the HUD instructions.

22.2 FUNDS ISSUED TO FAMILIES LIVING IN A SPECIFIC PROJECT OR DEVELOPMENT

HUD may issue vouchers to relocate families living in a Public or Assisted Housing project or development. These families must apply under the Section 8 programs, but since the purpose of the funding is for targeted families living in a specific project, and who qualify for special consideration e.g., priority transfers, the families need not be placed on the Section 8 waiting list. These families will qualify for immediate assistance as special admissions under 24 CFR 982.203 *Special admission (non-waiting list):*Assistance targeted by HUD. Examples of this type of assistance include the Geneva Towers relocation and the HOPE VI Relocation.

22.3 ASSISTING FAMILIES EXPERIENCING ILLEGAL DISCRIMINATION

It is the policy of the SFHA to comply fully with all federal, state and local antidiscrimination laws. The SFHA will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, age, disability, handicap, military status, source of income, marital status, presence of children in a household, or because an individual has or is suspected of having Acquired Immune Deficiency Syndrome (AIDS).

During briefing sessions, families are provided with a HUD brochure, Fair Housing- It's Your Right, and a form HUD-903, Housing Discrimination Complaint. If an applicant or participation requests assistance, the SFHA will provide help in completing this form and forwarded it to the California State HUD Office of Fair Housing and Equal Opportunity.

For complaints involving state and local laws, the SFHA will refer the applicant or participant to the appropriate state or city offices. If available, the SFHA will provide forms for filing discrimination complaints to state or city offices.

22.4 FAMILY BREAK-UPS

In the event of a family break-up by divorce or legal separation, the SFHA will determine which of the remaining family members will continue to receive the Section 8 voucher. The SFHA determination will be made based on the following priorities:

- 1. Mutual agreement of the family members. All adult family members must sign a mutual agreement form
- 2. A court stipulated determination of which household retains the assistance
- 3. The interest of minor children or of ill, elderly or disabled family members

- 4. The interest of family members who are victims of actual or threatened physical violence directed against a family member by a spouse or other member of the applicant household. Certification from the local police department, a social service agency, court of proper jurisdiction, or clergy, physician or facility that provides shelter or counseling to the victims of domestic violence will be required to verify the domestic violence
- 5. The continued use of the assistance in the current unit
- 6. Head-of-household.

The family must notify the SFHA, in writing, within 14 days of the action causing the break-up and request a determination of the assignment of the assistance. The SFHA may schedule a meeting with the family members to discuss the assignment.

If the family breaks-up only one Section 8 assistance will continue to be paid. Additional Section 8 vouchers will not be issued to accommodate the other family members. However, the other family members may apply for assistance in accordance with the provisions of part A of this Admin Plan.

22.5 SPLIT HOUSEHOLDS PRIOR TO VOUCHER ISSUANCE

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the HA will make the decision taking into consideration the following factors:

- 1. Which family member applied as head of household
- 2. Which family unit retains the children or any disabled or elderly members
- 3. Restrictions that were in place at the time the family applied
- 4. Role of domestic violence in the split
- 5. Recommendations of social service agencies or qualified professionals such as children's protective services.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the HA.

In cases where domestic violence played a role, the standard used for verification will be the same as that required for the "displaced due to domestic violence" preference.

22.6 MULTIPLE FAMILIES IN THE SAME HOUSEHOLD

When families apply which consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit,

they will be treated as a family unit.

22.7 JOINT CUSTODY OF CHILDREN

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the schoolage child as a dependent.

22.8 CHANGES IN HEAD OF HOUSEHOLD

In the event the head of household leaves the household for any reason, the remaining household members retain the Section 8 assistance. However, any new head of household must have been a member in the previous head of household's household during the previous twelve months. This will avert the inappropriate addition of family members at the last minute to preserve the subsidy for future generations.

This provision will be waived, at the Section 8 Administrator's discretion, in situations involving death of a head of household, custody matters concerning existing minors in the household, Domestic Violence incidents whereby the head of household is removed from the household to prevent further victimization of the remaining household members and other situations deemed appropriate by the Section 8 Administrator or designee.

23.0 REPAYMENT AGREEMENTS

Section 8 participants may incur debts to the SFHA as a result of failure to accurately report income and family composition, for charges due under the lease that are paid by the SFHA and, under the certificate program, payments for units vacated in violation of the lease. Section 8 landlords may also incur a liability as a result of overpayment of HAP. The SFHA may, at its sole discretion, initiate a termination action, require repayment in a lump sum or allow the debtor to execute a promissory note to repay the debt over a period of time. The SFHA will take into consideration the amounts owed and the likelihood that the debtor will repay the debt before approving a repayment plan.

23.1 PARTICIPANTS

When a debt from a participant is established, the SFHA will determine whether there are other outstanding repayment agreements. If there are and the participant is not current on all payments, the SFHA will not execute a new repayment agreement. The participant will be required to pay the debt in full in order to continue to receive assistance from the SFHA. If there are no outstanding repayment agreements or if an agreement exists, the participant is current on all payments and the participant has adequate resources, the SFHA will allow the participant to enter into a promissory note to repay the new debt. The SFHA will require repayment over a twelve month period, with an initial payment of no less than 25 percent of the amount owed and eleven additional monthly payments over the remaining period. For debts in excess of \$1,000, the SFHA will consider a repayment agreement term of eighteen months, with an initial payment of no less than 25 percent of the amount owed and seventeen additional monthly payments over the remaining period. The promissory note will specify the amounts and due dates of the payments.

Participants are expected to make all payments on a timely basis as indicated on the Promissory Note unless prior arrangements are made with the SFHA due to circumstances beyond the control of the participant. Upon the failure of the participant to make a payment, the SFHA will send a reminder notice requesting payment within five calendar days. If there is no response or a second payment is missed, the SFHA may send a letter demanding full payment of the outstanding amount. If a full payment is not received, the SFHA may initiate a termination of assistance action. The SFHA may periodically employ a collection agency to collect debts from terminated participants.

23.2 APPLICANTS

Applicants who owe money to any SFHA housing program or to any other Public Housing Agency (PHAs) will be required to repay the amount in full prior to receiving a voucher.

23.3 OWNERS/LANDLORDS

In situations where a contract is not canceled in the system on a timely basis, the owner may receive HAPs for periods for which he or she are not entitled. This results in amounts that are due back to the SFHA.

If the landlord has a current contract in the system, an entry will be made in the system to adjust the overpayment against subsequent HAPs, provided that the amount of overpayment can be repaid within two months. However, if the amount will take longer than two months to repay, or if the overpayment cannot be offset against subsequent HAPs, an invoice will be generated to the landlord with the amount due to the Housing Authority immediately.

23.4 OWNERS AND FAMILY DEBTS

This section discusses SFHA's policies regarding the collection of debts from owners and families, specifically the assessment of debts and method of recovering monies owed to the SFHA.

Assessment of Debt:

The SFHA shall obtain documentation and related information to support the debt. The SFHA will conduct an analysis of the debt for accuracy and the method of calculation of the amount due in a clear format.

Method of Recovering Debts:

The SFHA will make every effort to collect outstanding debts including the following means:

- Adjustment of overpayment against subsequent HAPs for current owners(s).
- Balance Due Notice for a lump-sum payment or execution of a promissory note.
- Second notice
- Final notice
- Legal Action
- Use of collection Agencies
- Credit bureau

24.0 VIOLENCE AGAINST WOMEN'S ACT

24.1 PURPOSE AND APPLICABILITY

The purpose of this policy (herein called "policy") is to implement the applicable provisions of the Violence Against Women And Department Of Justice Reauthorization Act of 2005 (pub. L. 109-162) and more generally to set forth the SFHA's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by SFHA of all Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

24.2 GOALS AND OBJECTIVES

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by SFHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between SFHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by SFHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by SFHA.

24.3 OTHER SFHA POLICIES AND PROCEDURES

This Policy shall be referenced in and attached to SFHA's Five-Year Public Housing Agency Plan. SFHA's annual public housing agency plan shall also contain information concerning SFHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of SFHA, the provisions of this Policy shall prevail.

24.4 **DEFINITIONS**

As used in this Policy:

- A. *Domestic Violence* The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."
- B. Dating Violence means violence committed by a person—
 - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

 C. STALKING MEANS
 - (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
 - (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to -
 - (i) that person;
 - (ii) a member of the immediate family of that person; or
 - (iii) the spouse or intimate partner of that person;
- D. Immediate Family Member means, with respect to a person -
 - (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
 - (B) any other person living in the household of that person and related to that person by blood or marriage.
 - E. *Perpetrator* means person who commits an act of domestic violence, dating violence or stalking against a victim.

24.5 ADMISSIONS AND SCREENING

- A. *Non-Denial of Assistance*. SFHA will not deny admission to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.
- B. Admissions Preference. Applicants for housing assistance from SFHA will receive a preference in admissions by virtue of their status as victims of domestic violence [dating

violence, stalking]. This preference is particularly described as follows as part of the Involuntarily Displaced Preference: Domestic Violence: an applicant who has vacated due to actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other household member, who lives in housing with an individual who engages in such violence.

C. Mitigation of Disqualifying Information. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, SFHA, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, SFHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. SFHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

24.6 TERMINATION OF TENANCY OR ASSISTANCE

- A. VAWA Protections. Under VAWA, persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by SFHA:
- 1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
- 2. In addition to the foregoing, tenancy or assistance will not be terminated by SFHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
 - a. Nothing contained in this paragraph shall limit any otherwise available authority of SFHA or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither SFHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
 - b. Nothing contained in this paragraph shall be construed to limit the authority

of SFHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or SFHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. Removal of Perpetrator. Further, notwithstanding anything in paragraph 24.6.A.2. or Federal, State or local law to the contrary, SFHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by SFHA. Leases provided and used by Section 8 owners or managers, for dwelling units occupied by families assisted with Section 8 rental assistance administered by SFHA, shall contain provisions setting forth the substance of this paragraph.

24.7 VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

A. Requirement for Verification. The law allows, but does not require, SFHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided below. SFHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by SFHA. Section 8 owners or managers receiving rental assistance administered by SFHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. HUD-approved form - by providing to SFHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

- 2. Other documentation by providing to SFHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
- 3. *Police or court record* by providing to SFHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. *Time allowed to provide verification/ failure to provide*. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by SFHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. Waiver of verification requirement. The Section 8 Administrator of SFHA or designee may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Section 8 Administrator. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

24.8 Confidentiality

- A. Right of confidentiality. All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to SFHA or to a Section 8 owner or manager in connection with a verification required under section 24.7 of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
- 1. requested or consented to by the individual in writing, or
- 2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
- 3. otherwise required by applicable law.

B. *Notification of rights*. All tenants participating in the Section 8 rental assistance program administered by SFHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

24.9 Transfer to New Residence

- A. Application for transfer. In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, SFHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. Action on applications. SFHA will act upon such an application promptly.
- C. Portability. Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

24.10 COURT ORDERS/FAMILY BREAK-UP

- A. *Court orders*. It is SFHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by SFHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.
- B. *Family break-up*. Other SFHA policies regarding family break-up are contained in Section 22 of this Section 8 Administrative Plan

24.11 RELATIONSHIPS WITH SERVICE PROVIDERS

It is the policy of SFHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If SFHA staff become aware that an individual assisted by SFHA is a victim of domestic violence, dating violence or stalking, SFHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring SFHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. SFHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which SFHA has referral or other cooperative relationships.

24.12 NOTIFICATION

SFHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

25.0 DISASTER HOUSING ASSISTANCE PROGRAM

HUD has been contracted to handle disaster housing assistance on behalf of the Federal Emergency Management Agency (FEMA). A new program has been created to handle this process and codified in the Code of Federal Regulation called the Disaster Housing Assistance Program (DHAP).

This program is governed by HUD PIH Notices 2007-26, 2007-31 2008-01 and 2008-21 in addition to the any Federal Register and HUD guidance issued on the subject matter.

There are some discretionary issues in the regulations that the SFHA must address that involve participant compliance and case management.

25.1 Case Management Thresholds

Case management guidelines are documented in PIH Notice 2008-01. The guidance requires that there be clear policy language in the PHA Administrative Plan regarding optional regulatory provisions. The policies of the SFHA shall be as follows:

The ratio of SFHA Staff to participant for case management will not exceed 1:50.

25.2 Case Management Breach of Obligations

If a participant family fails to meet their family obligations under the DHAP or does not fulfill case management responsibilities, the family may be terminated from the Program. The Minimum Standards for Case Management compliance that may be cause for termination are as follows:

- a) Failure to establish and actively comply with Independent Development Plan (IDP) Form HUD 8059 and it's guidelines.
- b) The Head of Household has missed three consecutive contact attempts. Contacts missed due to legitimate family emergency will be excused.

GLOSSARY

1937 Housing Act: The United States Housing Act of 1937 [42 U.S.C. 1437 et seq.)

Absorption: In portability, the point at which a receiving housing authority stops billing the initial housing authority for assistance on behalf of a portable family. [24 CFR 982.4]

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based.

Administrative fee: Fee paid by HUD to the housing authority for the administration of the program.

Administrative Plan: The plan that describes housing authority policies for the administration of the tenant-based Section 8 programs.

Admission: The point when the family becomes a participant in the program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP Contract for a family (first day of initial lease term).

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Amortization Payment: In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program.

Annual Income: All amounts, monetary or not, that:

- a. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member, or
- b. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- c. Are not specifically excluded from Annual Income.

d. Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access.

Applicant (applicant family): A family that has applied for admission to a program but is not yet a participant in the program.

Assets: see net family assets.

Asset Income: Income received from assets held by household members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income.

Assisted lease (lease): A written agreement between an owner and a family for the leasing of a dwelling unit to the family. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the housing authority.

Certificate: A document issued by a housing authority to a family selected for admission to the Certificate Program. The certificate describes the program and the procedures for housing authority approval of a unit selected by the family. The certificate also states the obligations of the family under the program.

Certification: The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following 12 months.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age.

Child care expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Citizen: A citizen or national of the United States.

Common space: In shared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

Consent form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits.

Contiguous MSA: In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial housing authority is located.

Continuously assisted: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher Program.

Cooperative: Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

Dating Violence- The term 'dating violence' means violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship."

Domicile: The legal residence of the household head or spouse as determined in accordance with State and local law.

Decent, safe, and sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development.

Dependent: A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disability assistance expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Disabled family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Disabled person: See "person with disabilities."

Displaced family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Displaced person: A person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Domestic Violence - The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

Drug related criminal activity: Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Drug trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance.

Elderly family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Elderly person: A person who is at least 62 years of age.

Evidence of citizenship or eligible status: The documents that must be submitted to evidence citizenship or eligible immigration status.

Exception rent: An amount that exceeds the published fair market rent.

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

Fair market rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing

market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family: A family is two or more persons sharing residency whose income and resources are available to meet the family's needs, and who are either related by blood, marriage or operation of law, or who have evidenced a stable family relationship over a period of time (not less than one year).

Family includes but is not limited to:

- a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- b. An elderly family;
- c. A near-elderly family;
- d. A disabled family;
- e. A displaced family;
- f. The remaining member of a tenant family; and
- g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Family members: include all household members except live-in aides, foster children and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the HUD-50058.

Family self-sufficiency program (FSS program): The program established by a housing authority to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family share: The portion of rent and utilities paid by the family.

Family unit size: The appropriate number of bedrooms for a family as determined by the housing authority under the housing authority's subsidy standards.

50058 Form: The HUD form that Housing Authority's are required to complete for each assisted household in public housing to record information used in the certification and re-certification process, and, at the option of the housing authority, for interim reexaminations.

FMR/exception rent limit: The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, the housing authority may adopt a payment standard up to the FMR/exception rent limit.

Full-time student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational

institution includes a vocational school with a diploma or Certificate Program, as well as an institution offering a college degree.

Gross rent: The sum of the rent to the owner plus any utilities.

Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

Head of household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Household members: include all individuals who reside or will reside in the unit and who are listed on the lease, including live-in aides, foster children and foster adults.

Housing Assistance Payment (HAP): The monthly assistance by a housing authority, which includes (1) a payment to the owner for rent to the owner under the family's lease, and (2) an additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing quality standards (HQS): The HUD minimum quality standards for housing assisted under the Section 8 program.

Housing voucher: A document issued by a housing authority to a family selected for admission to the Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Housing voucher holder: A family that has an unexpired housing voucher.

Imputed income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used in determining annual income.

Income category: Designates a family's income range. There are three categories: low income, very low income and extremely low-income.

Incremental income: The increased portion of income between the total amount of welfare and earnings of a family member prior to enrollment in a training program and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases and decreases, are treated in the usual manner in determining annual income.

Initial Housing Authority: In portability, both: (1) a housing authority that originally selected a family that later decides to move out of the jurisdiction of the selecting housing authority; and (2) a housing authority that absorbed a family that later decides to move out of the jurisdiction of the absorbing housing authority.

Initial payment standard: The payment standard at the beginning of the HAP contract term.

Initial rent to owner: The rent to owner at the beginning of the initial lease term.

Interim (examination): A reexamination of a household's income, expenses, and household status conducted between the annual recertifications when a change in a household's circumstances warrant such a reexamination.

Jurisdiction: The area in which the housing authority has authority under State and local law to administer the program.

Lease: A written agreement between an owner and tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the housing authority.

Live-in aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- a. Is determined to be essential to the care and well-being of the persons;
- b. Is not obligated for the support of the persons; and
- c. Would not be living in the unit except to provide the necessary supportive services.

Low-income families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937Act)

Manufactured home: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

Manufacture home space: In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space.

Medical expenses: Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Minimum Family Contribution (MFC):

(1) Minimum family contribution is the amount calculated under Section 3(a)(1) of the 1937 Act. which is the higher of :

30% of the family's monthly adjusted income;

10% of the family's monthly income;

Minimum rent: or

if the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under Section 3(a)(1) shall be the amount resulting from one application of the percentage.

Mixed family: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Moderate rehabilitation: Rehabilitation involving a minimum expenditure of \$3000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

- a. upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance; or
- b. repair or replace major building systems or components in danger of failure.

Monthly adjusted income: One twelfth of adjusted income.

Monthly income: One twelfth of annual income.

Mutual housing is included in the definition of "cooperative".

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

Near-elderly family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Net family assets:

- a. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- b. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.

c. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Noncitizen: A person who is neither a citizen nor national of the United States.

Notice Of Funding Availability (NOFA): For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance, and the criteria for awarding the funding.

Occupancy standards: The standards that the housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Owner: Any person or entity, including a cooperative, having the legal right to lease or sublease existing housing.

Participant (participant family): A family that has been admitted to the housing authority's program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the housing authority for the family (first day of initial lease).

Payment standard: In a voucher tenancy, the maximum monthly assistance payment for a family (before deducting the total tenant payment by family contribution). For a voucher tenancy, the housing authority sets a payment standard in the range from 90% to 110% of the current FMR.

Person with disabilities: A person who:

a. Has a disability as defined in Section 223 of the Social Security Act,

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

b. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

- (1) is expected to be of long-continued and indefinite duration,
- (2) substantially impedes his or her ability to live independently, and
- (3) is of such a nature that such ability could be improved by more suitable housing conditions, or
- c. Has a developmental disability as defined in Section 102(7) of the of the Developmental Disabilities Assistance and Bill of Rights Act.

"Severe chronic disability that:

- (1) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (2) is manifested before the person attains age 22;
- (3) is likely to continue indefinitely;
- (4) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
- (5) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Portability: Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial housing authority.

Premises: The building or complex in which the dwelling unit is located, including common areas and grounds.

Private space: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

Preservation: This program encourages owners of eligible multifamily housing projects to preserve low-income housing affordability and availability while reducing the long-term cost of providing rental assistance. The program offers several approaches to restructuring the debt of properties developed with project-based Section 8 assistance whose HAP contracts are about to expire.

Proration of assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance.

Public Housing Agency: A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

Reasonable rent: A rent to owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted unit in the premises.

Receiving Housing Authority: In portability, a housing authority that receives a family selected for participation in the tenant-based program of another housing authority. The receiving housing authority issues a voucher, and provides program assistance to the family.

Re-certification: A reexamination of a household's income, expenses, and family composition to determine the household's rent for the following 12 months.

Remaining member of a tenant family: A member of the family listed on the lease who continues to live in an assisted household after all other family members have left.

Rent to owner: The monthly rent payable to the owner under the lease. Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

Set-up charges: In a manufactured home space rental, charges payable by the family for assembly, skirting and anchoring the manufactured home.

Shared housing: A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single person: Someone living alone or intending to live alone who does not qualify as an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family.

Single room occupancy housing (SRO): A unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

Special admission: Admission of an applicant that is not on the housing authority waiting list, or without considering the applicant's waiting list position.

Special housing types: Special housing types include: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

Stalking – "means -(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to – (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person; ..."

Statement of family responsibility: An agreement in the form prescribed by HUD, between the housing authority and a Family to be assisted under the Moderate Rehabilitation Program, stating the obligations and responsibilities of the family.

Subsidy standards: Standards established by a housing authority to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Suspension: Stopping the clock on the term of a family's voucher, for such period as determined by the housing authority, from the time when the family submits a request for housing authority approval to lease a unit, until the time when the housing authority approves or denies the request. Also referred to as tolling.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

Tenant rent: The amount payable monthly by the family as rent to the owner minus any utility allowance.

Third-party (verification): Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling: see suspension.

Total tenant payment (TTP): [Please see Minimum Family Contribution (MFC):]

(1) Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act. which is the higher of:

30% of the family's monthly adjusted income;

10% of the family's monthly income;

Minimum rent; or

if the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under Section 3(a)(1) shall be the amount resulting from one application of the percentage.

Utility allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a housing authority or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility hook-up charge: In a manufactured home space rental, costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

Utility reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit.

Verification:

- a. The process of obtaining statements from sources that can attest to the accuracy of the amounts of income, expenses, or household member status (e.g., employers, public assistance agency staff, doctors).
- b. The three types of verification are:
 - (1) Third-party verification, either written or oral, obtained from employers, public assistance agencies, schools, etc.)

- (2) Documentation, such as a copy of a birth certificate or bank statement
- (3) Family certification or declaration (only used when third-party or documentation verification is not available)

Very low-income families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937 Act]

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (rental voucher): A document issued by a housing authority to a family selected for admission to the Housing Choice Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family and states the obligations of the family under the program.

Voucher holder: A family holding a voucher with unexpired search time.

Waiting list admission: An admission from the housing authority waiting list. [24 CFR 982.4]

Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. [24 CFR 5.603(d)]

Welfare rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC Annual Contributions Contract

CACC Consolidated Annual Contributions Contract

CFR Code of Federal Regulations

FMR Fair Market Rent

FSS Family Self Sufficiency (program)

HA Housing Authority

HAP Housing Assistance Payment

HCDA Housing and Community Development Act

HQS Housing Quality Standards

HUD Department of Housing and Urban Development

INS (U.S.) Immigration and Naturalization Service

MFC Minimum Family Contribution

NAHA (Cranston-Gonzalez) National Affordable Housing Act

NOFA Notice of Funding Availability

OMB (U.S.) Office of Management and Budget

PBC Project-Based Certificate (program)

QHWRA Quality Housing and Work Responsibility Act of 1998

PHA Public Housing Agency

TTP Total Tenant Payment

CHAPTER TWO

PROJECT-BASED CERTIFICATE (PBC) RESTRICTIONS

Project-based assistance attached to units pursuant to an Agreement executed by the SFHA and owner before January 16, 2001.

Units under the PBC program are subject to the provisions of 24 CFR part 983 codified as of May 1, 2001.

For the duration of the HAP term for PBC units, 24 CFR 983 revised as of April 1, 2002 shall guide SFHA actions on leasing of units and administration of the HAP contract. Unless specifically exempted by Initial Guidance as of January 16, 2001, or Final Rule on November 14, 2005, inapplicable regulations and guidance cannot apply to the PBC Program.

PBC Program does not permit Continued Assistance for moves unless the HAP Contract is terminated by the SFHA or HUD.

All policies specifically not exempted by Final Rule shall apply.

RENEWALS

One year prior to the expiration of the 15-year term of the PBC Contract, the SFHA shall determine whether the renewal of the contract is appropriate to preserving affordable housing in the jurisdiction for low income families and, if so, provide owners with the option to renew under the Project-Based Voucher Program. Pursuant to the 2007 Appropriations Act, PBC HAP Contracts may be renewed provided that the initial renewal term is for 10 years and rents are calculated pursuant to the PBV Final Rule pursuant to 24 CFR.301-305.

Provisions regarding "Consistency With PHA Plan and Other Goals" and "Income Mixing Requirements" do not apply to renewal PBC contracts as PBV contracts.

PBC Renewals require the execution of a PBV HAP Contract Addendum and execution of a PBV Existing Hap Contract.

The renewal PBV contract is subject to the provisions of the PBV Program except that the following provisions do not apply:

- > Selection of the units must be consistent with deconcentration of poverty and expanding housing opportunities;
- ➤ PBV HAP Contract must be consistent with the PHA Plan
- Not more than 25 % of the dwelling units in the building may be assisted under a PBV HAP Contract.

San Francisco Housing Authority

Section 8 Housing Department



Chapter Three Administrative Plan Section 8 Project-Based Voucher Program

Initial Guidance

SECTION 8 PBV ADMINISTRATIVE PLAN- INITIAL GUIDANCE

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the San Francisco Housing Authority (SFHA) to comply fully with all Federal, State, and local nondiscrimination laws; the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the SFHA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the SFHA will provide Federal/State/local information to applicants for and participants in the Section 8 Project-Based Voucher (PBV) Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the SFHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The SFHA will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The SFHA will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

1.2 REASONABLE ACCOMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the SFHA PBV program and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the SFHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the SFHA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

SFHA policies for implementation of reasonable accommodations as outlined in Section 1.3 and 1.4 of the Section 8 Program Administrative Plan apply to the PBV Program.

1.3 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

The SFHA will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages may be accommodated:

- Spanish
- Chinese
- Samoan
- Russian
- Vietnamese

1.4 PROJECT-BASED VOUCHER PROGRAM LIMIT

The PBV Program cannot exceed 20 percent of the total number of budgeted units under the SFHA's Housing Choice Voucher Program.

1.5 CONSISTENCY WITH THE PHA PLAN

The PBV shall be consistent with the goals and objectives of the SFHA Annual Plan. Each Plan shall have a statement of the number of PBV units, general locations and how Project-Basing units will be consistent with the SFHA Plan.

1.6 RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, *Authorization for Release of Information and Privacy Act Notice*. The *Authorization for Release of Information and Privacy Act Notice* states how family information will be released and includes the *Federal Privacy Act Statement*.

Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

In accordance with State and Federal Constitutional protections, the SFHA will respect the privacy of information relating to applicants, participants, and tenants in SFHA programs. Accordingly, personal information is deemed private and confidential and will be released only by authorization of the SFHA PBV Administrator and written consent of the affected party or by court subpoena.

It is important to note that the privacy policy is applicable to the release of participant information and not the gathering and use of information necessary to ensure eligibility and compliance with program regulations. Except, as required by federal regulations,

solicited by the SFHA unless directly attributed to carrying out the responsibilities of the agency.

1.7 REQUIRED POSTINGS

The SFHA will post in each of its offices in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. The Section 8 PBV Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address of all SFHA offices, office hours, telephone numbers, TDD numbers, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- G. Equal Opportunity in Employment Poster

1.8 Definitions

Existing Housing – For purposes of the PBV Program, an existing unit is a unit which, at the time of written notice of selection of the project for PBV assistance, requires less than \$1000.00 in rehabilitation including its prorated share of work to be done to common areas and systems to meet HQS.

De-concentration Requirement – All new assistance under the PBV Program must be for units located in census tracts with poverty rates of less than 20 percent.

Twenty-Five Percent Maximum – No more than 25 % of the units in any PBV project may receive assistance excepted as noted below.

- Single family dwellings (four or fewer units)
- Dwellings specifically designated for elderly
- Dwellings specifically designated for disabled families (as defined by HUD in 24 CFR 5.403 (b).
- Families receiving supportive services as defined by HUD

1.9 Inclusionary Clause

Notwithstanding the contents of this PBV Administrative Plan, for all areas not specifically addressed by this plan the Section 8 Administrative Plan shall govern as a supplement to Part 983 of 24 CFR.

2.0 SFHA /OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the SFHA, the Section 8 Owners/Landlords, and the participating families.

2.1 SFHA RESPONSIBILITIES

- A. The SFHA will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the SFHA Section 8 PBV Administrative Plan.
- B. In administering the program, the SFHA must:
 - 1. Publish and disseminate information about the availability and nature of housing assistance under the program;
 - 2. Explain the program to owners and families;
 - 3. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration;
 - 4. Affirmatively further fair housing goals and comply with equal opportunity requirements;
 - 5. Make efforts to help disabled persons secure satisfactory housing;
 - 6. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, certify each selected family, and provide housing information to families selected;
 - 7. Determine who can live in the assisted unit at admission and during the family's participation in the program;
 - 8. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5 and as outlined in Section 3.2 C of the Section 8 Administrative Plan

- 9. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy or as deemed appropriate by 24 CFR Part 983;
- 10. Determine the amount of the housing assistance payment for a family;
- 11. Determine the maximum rent to the owner and whether the rent is reasonable;
- 12. Make timely housing assistance payments to an owner in accordance with the HAP contract:
- 13. Examine family income, size, composition at admission, and annually during the family's participation in the program. The examination includes verification of income and other family information;
- 14. Establish and adjust SFHA utility allowance;
- 15. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the SFHA, if the owner defaults (e.g., HQS violation);
- 16. Determine whether to terminate assistance to a participant family for violation of family obligations;
- 17. Conduct informal reviews of certain SFHA decisions concerning applicants for participation in the program;
- 18. Conduct informal hearings on certain SFHA decisions concerning participant families;
- 19. Provide sound financial management of the program;

2.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the Agreement (New Construction and Rehabilitation Only), HAP contract and the lease.
- B. The owner is responsible for:
 - 1. Performing all management and rental functions for the assisted unit, including selecting a tenant from the Section 8 PBV waiting list to lease the unit, and deciding if the family is suitable for tenancy of the unit.
 - 2. Renting eligible units solely to eligible PBV families;

- 3. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
- 4. Complying with equal opportunity requirements.
- 5. Preparing and furnishing to the SFHA information required under the HAP contract;
- 6. Collecting from the family:
 - a. Any security deposit required under the lease.
 - b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment.
 - c. Any charges for unit damage by the family.
- 7. Enforcing tenant obligations under the lease.
- 8. Paying for utilities and services (unless paid by the family under the lease.)
- C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

2.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

- A. Supplying required information.
 - 1. The family must supply any information that the SFHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
 - 2. The family must supply any information requested by the SFHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
 - 3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
 - 4. Any information supplied by the family must be true and complete.

B. HQS breach caused by the Family

The family is responsible for any HQS breach caused by the family or its guests.

C. Allowing SFHA Inspection

The family must allow the SFHA to inspect the unit at reasonable times and after at least 24 hours notice.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. Family Notice of Move or Lease Termination

The family must provide the owner at least 30 day's notice in writing, with copy to SFHA before the family moves out.

F. Owner Eviction Notice

The family must promptly give the SFHA a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit

- 1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
- 2. Prior to the SFHA approval of the composition of the assisted family residing in the unit, the owner must first authorize the addition of any household member. The SFHA will send the owner the appropriate form for the owner to sign. The SFHA must approve the composition of the assisted family residing in the unit. The family must promptly inform the SFHA of the birth, adoption or court-awarded custody of a child. The family must request approval from the SFHA to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).
- 3. The family must promptly notify the SFHA if any family member no longer resides in the unit.
- 4. If the SFHA has given approval, a foster child/foster adult or a live-in aide may reside in the unit.

- 5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
- 6. The family must not sublease the unit.
- 7. The family must not assign the lease or transfer the unit.

H. Absence from the Unit

The family must supply any information or certification requested by the SFHA to verify that the family is living in the unit, or relating to family absence from the unit, including any SFHA requested information or certification on the purposes of family absences. The family must cooperate with the SFHA for this purpose. The family must promptly notify the SFHA of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the SFHA for absences exceeding 30 days. The SFHA will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the PBV program.

Authorized absences may include, but are not limited to:

- 1. Prolonged hospitalization
- 2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
- 3. Other absences that are deemed necessary by the SFHA

I. Interest in the Unit

The family may not own or have any interest in the unit.

J. Fraud and Other Program Violation

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the programs.

K. Crime by Family Members

The members of the family may not engage in drug-related criminal activity or other violent criminal activity.

L. Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 PBV assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

There are five eligibility requirements for admission to Section 8 PBV Programs – must qualify as a family, must have an income within the income limits, must meet citizenship/eligible immigrant criteria, must provide documentation to verify you have Social Security Numbers for all household members, and sign consent authorization documents. In addition to the eligibility criteria, families must also meet the SFHA screening criteria in order to be admitted to the Section 8 PBV Program.

For the purposes of determining eligibility for the Section 8 PBV Program, Section 3.2 of the Section 8 Administrative Plan shall apply.

4.0 ADMINISTRATION OF WAITING LIST

4.1 OPENING THE WAITING LIST

The Project-Based Program waiting list shall be the same as the waiting list for the Existing Section 8 Program. All applicants assisted under the PBV Program must come from the Section 8 wait list except in the following cases: The allocation of subsidies to units under the Project-Based Program which were dedicated to applicants who were Clean and Sober. The Clean and Sober units are located at 480 Ellis Street, 425 Eddy Street, 2973-77 26th Street and 1221-23 Cortland Avenue. Referrals to these PBV units are required to be no more than 60 days out of treatment and could document 90 days sobriety (180 days for families). After initial lease up, because the referrals to these units need to have current Clean and Sober status, the waiting list shall be left open to enable newly vacant units to receive eligible applicants. Due to the requirement that applicants could not be more than 60 days out of treatment, referrals to the list are only made at the time a vacancy is known to be imminent. Eligible applicants should apply to the Ozanom Center, a detoxification center for substance abusers located at 1175 Howard Street, to submit an application and be placed on a waiting list. No more than fifteen names are

maintained on the list at any given time. Clean and Sober Service Providers make referrals to the participating sites and, once accepted for suitability, are referred to the SFHA for Eligibility determination. In addition, in-place tenants of approved PBV units can be referred to the wait list by the owner of the project for assistance in order to prevent displacement of the tenant due to PBV activity. In addition, owners may refer families to the Section 8 wait list for assistance in their PBV units after no referrals have been made to the owner by the SFHA for 60 days.

Other applications for the Section 8 PBV Program may be made pursuant to any stated format in advertisements published pursuant to section 5.2 below.

The SFHA will accept pre-applications for placement on the waiting list at which time the applicant will self-declare their eligibility based on the eligibility requirements noted in the published announcement of the opening of the waiting list. Just prior to Certification, applicants will be required to complete an application for final eligibility determination whereby the SFHA staff will verify all income, assets and the preferences declared by the applicant during the pre-application stage.

Pre-applications will be accepted during the advertised periods of enrollment. These enrollment periods are determined based upon the need for the SFHA to augment its Section 8 PBV waiting list so that the SFHA will have a sufficient number of applicants to maintain an adequate level of occupancy.

4.2 APPLICATION PROCESS

The SFHA will take pre-applications pursuant to a public advertisement. Pre-application intake will be announced to the public in advertisements run once a week for three consecutive weeks. Advertisements will be placed in the following:

- San Francisco Chronicle/Examiner
- Minority-owned and foreign language newspapers
- Posting in the lobby of the SFHA office at 440 Turk Street and the Leased Housing Division office.
- Posting in offices of the Public Housing developments of the SFHA
- Radio and television stations (if possible) in order to inform the visually impaired
- Notices circulated for posting at social service agencies, community centers and Bay Area Public Housing Agencies.

The advertisement will inform interested parties of the pre-application system to be used by the SFHA; the dates, times and locations pre-applications can be obtained; the deadline date, method and location for submitting the pre-applications and basic eligibility requirements.

4.3 RANKING METHOD

Pre-applications will be selected from the total applicant pool by random lottery and ranked on the waiting list by preference category. The pre-application will ask applicants to designate which priority category they believe they will qualify for. Pre-applications will be sorted in each preference category by date and time of application and a list generated in rank order.

In limited, targeted outreach, the SFHA reserves the right to rank pre-applications in order of date and time received in lieu of conducting a random lottery to determine the applicants' places on the waiting list.

Each applicant will be provided with a description of all SFHA preferences and will be required to self-certify, at the time of pre-application, whether the household qualifies for a preference. Selection from the Section 8 PBV waiting list will be based on pre-applicant self-certification. At the time of final eligibility determination, SFHA applicants will be required to certify to all information they provide to SFHA and to sign verification forms permitting the release of information from verifying agencies, including the Authorization to Release Information/Privacy Act Notice form which is a general release form. Documentation of all verifications will be placed in the applicant/participant file.

Family income and assets and all factors related to eligibility must be verified, including preferences and immigration eligibility. Verifications must be completed before an applicant will Certified for participation in the PBV Program except as provided by Section 214 of the Housing and Community Development Act of 1980 regarding verification of Immigration Status. SFHA will use third party verification whenever possible. This will include mailing forms directly to the third party and having them mailed back to SFHA. If third party written verification is not possible, SFHA will review documents brought in by applicants/current participants or obtain oral verification with the third party by phone, documenting name, department, position, date of verification and other pertinent information. If there are no documents, SFHA may use a notarized applicant certification for verification.

If the priority category changes for any reason, the applicant will be placed at the end of the proper preference category.

4.4 CLOSING OF THE WAITING LIST

The advertisement opening the waiting list will also specify when the period for submitting pre-applications will end. A notice will be posted in the lobby of the main office of the SFHA (440 Turk Street) and the Leased Housing Division office advising

interested parties that the SFHA is not accepting pre-applications for the Section 8 Program.

5.0 SELECTION FROM THE WAITING LIST

5.1 PREFERENCES

In accordance with the Quality Housing and Work Responsibility Act of 1998, SFHA will administer its Section 8 PBV program so that the following Income Targeting objectives are achieved for the period from April 1, 1999 through September 30, 2000, and for each fiscal year thereafter:

- Not less than 75% of new admissions to project-based Section 8 assistance programs must have incomes at or below 30 % of the area median income.
- The remainder of new admissions to project-based Section 8 assistance programs must have incomes at or below 80% of the area median.]

Not withstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the SFHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

However, despite all preference categories listed below, in-place tenants of PBV units and families referred by owners of PBV units shall have priority to remain housed in their units at the end of the rehabilitation period or be referred to a vacant PBV unit for which no applicant has been referred by the SFHA within 60 days of the vacancy period.

The SFHA has adopted the Federal Preferences as Local Preferences in administering its assisted housing programs. [If Federal Preferences are required, the SFHA local preferences are to be considered ranking preferences.]

The SFHA employs the following system of local preferences in administering its wait list. The local preferences consist of:

2. INVOLUNTARY DISPLACEMENT:

An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

Natural Disaster: a disaster such as a fire, flood or earthquake that resulted in the uninhabitability of the applicant's unit.

Domestic Violence: an applicant who has vacated due to actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other household member, who lives in housing with an individual who engages in such violence.

Government Action: an action of a government agency related to code enforcement or public improvement or development.

Landlord Action: an action by a housing owner that results in an applicant's having to vacate his or her unit, where the reason for the owner's action was beyond the applicant's ability to control or prevent, and despite the applicant having met all previously imposed conditions of occupancy, and the action is other than a rent increase.

2. SUBSTANDARD HOUSING:

Homeless: An applicant who is a "homeless family" shall be considered to be living in substandard housing if the individual or family:

Lacks a fixed regular, and adequate nighttime residence; and

Has a primary residence that is:

A supervised publicly or privately operated shelter designed to provide temporary living accommodations, (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or

An institution that provides a temporary residence for individuals intended to be institutionalized; or

A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to state or federal law.

Non-Homeless: A non-homeless family is living in substandard housing if their present unit meets any of the following criteria: it is "dilapidated;" it does not have operable indoor plumbing; it does not have a usable flush toilet and a usable bathtub or shower inside the unit for the exclusive use of the family; it does not have electricity, or has inadequate or unsafe electrical service; it does not have a safe or adequate source of heat;

it should, but does not have a kitchen, or it has been declared unfit for habitation by a government agency. A housing unit is "dilapidated" if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family or it has one or more critical defects or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may have resulted from the original construction, or from continued neglect or lack of repair, or from serious damage to the structure.

3. PAYING MORE THAN 50% OF INCOME FOR HOUSING:

An applicant shall qualify for this federal preference if the family is paying more than 50 percent of the total family income for rent. However, an applicant may not qualify for a preference under this section if the applicant is paying more than 50 percent of family income to rent a unit because his or her housing assistance under the public housing, Section 8 program, or any program under the Housing and Urban Development Act of 1965 with respect to that unit has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures with respect to the occupancy of under-occupied and overcrowded units.

The SFHA will weigh each local preference equally. That is, an applicant that meets the federal definition of any or all of the local preferences will receive an equal priority. Specific applicant preference procedures, definitions and requirements not covered in this policy shall follow the HUD regulations found at 24 CFR Part 5, as amended from time to time.

The SFHA has adopted the following as secondary local preferences:

- 4. Residency status: A family is considered a "resident" of the City and County of San Francisco, if (a) they live in San Francisco or (b) the head of household or spouse is employed or has been notified that he/she has been hired to work in San Francisco. The Family must submit documentation that provides a current address of residency or employment and sign a waiver to permit the SFHA to verify the address.
- 5. Veterans status: A member of the United States Armed Forces honorable discharged from service or currently listed and is the head of house hold or spouse of the applicant family. Verification will be provided by the Veterans Administration.
- 6. Welfare to Work Participants in good standing with their obligations to the Welfare to Work Program.

5.2 ORDER OF SELECTION

The SFHA will rank and admit applicants from the waiting list in accordance with the following priority categories:

Level of Priority	Category One	Category Two	Category Three	Category Four
1	Local Preference	Resident	Veteran	Welfare to
				Work
2	Local Preference	Resident	Veteran	Non-Welfare
2	I ID C	D 11 /	NT	to Work
3	Local Preference	Resident	Non-Veteran	Welfare to Work
4	Local Preference	Resident	Non-Veteran	Non-Welfare
				to Work
5	Local Preference	Non-Resident	Veteran	Welfare to
				Work
6	Local Preference	Non-Resident	Veteran	Non-Welfare
				to Work
7	Local Preference	Non-Resident	Non-Veteran	Welfare to
				Work
8	Local Preference	Non-Resident	Non-Veteran	Non-Welfare
				to Work
9	No Local	Resident	Veteran	Welfare to
	Preference			Work
10	No Local	Resident	Veteran	Non-Welfare
	Preference			to Work
11	No Local	Resident	Non-Veteran	Welfare to
	Preference			Work
12	No Local	Resident	Non-Veteran	Non-Welfare
	Preference			to Work
13	No Local	Non-Resident	Veteran	Welfare to
	Preference			Work
14	No Local	Non-Resident	Veteran	Non-Welfare
	Preference			to Work
15	No Local	Non-Resident	Non-Veteran	Welfare to
	Preference			Work
16	No Local	Non-Resident	Non-Veteran	Non-Welfare
	Preference			to Work

Units shall be filled in the order indicated above. Applicants at the top of the list will be notified of a vacancy and asked to participate in the PBV Program. If they refuse or do not respond, the next applicant is contacted, and so on. If at any time the waiting list does not contain a sufficient number of preference applications, the PBV referrals will be made to non-Local preference eligible applicants without regard to Preference Status.

Notwithstanding the selection process indicated above, in-place tenants of PBV units and families referred by owners of PBV units shall have priority to remain housed in their units at the end of the rehabilitation period or be referred to a vacant PBV unit for which no applicant has been referred by the SFHA within 60 days of the vacancy period.

Moreover, for units rehabilitated or constructed with HOPWA capital funding, the SFHA may skip down the wait list to offer PBV assistance to households on the Section 8 wait list who have a family member who has been diagnosed with disabling HIV or AIDS and interested in the PBV assistance.

5.3 PROCEDURES FOR REMOVING NAMES FROM THE WAITING LIST

The SFHA will not remove an applicant's name from the waiting list unless:

- A. The applicant requests that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses **more than three** scheduled appointments; or
- C. The applicant does not meet either the eligibility or screening criteria for the program.

5.4 UPDATING OF THE WAITING LIST

In order to ensure the waiting list is accurate and current, the SFHA will update the waiting list periodically, but no more than annually, by requesting each household to submit a revised pre-application form. The following guidelines will govern update procedures:

- The SFHA will mail an update request letter and a blank pre-application form to each household on the waiting list.
- The request will be mailed to the applicant's last known address. Applicants will be
 advised in the eligibility letter of their responsibility to notify the SFHA, in writing,
 of any address changes. If the applicant fails to notify the SFHA of an address
 change, the SFHA accepts no responsibility for the applicant's failure to receive the
 update request.
- The update request letter will include a deadline date by which applicants must return the pre-application and will specify return by mail or in person. The letter will inform the applicant that if the SFHA fails to receive the updated pre-application form by the deadline date, the applicant's name will be removed from the waiting list.
- Applicants will be given a reasonable time to complete and return the updated preapplications, generally not less than 14 calendar days.

- The SFHA accepts no responsibility for delays created by the United States Postal Service.
- The SFHA will make reasonable accommodations for the special needs of disabled applicants if the SFHA has been made aware of those needs.
- The SFHA will acknowledge all updated pre-applications received, in writing, to each applicant which will include a determination of eligibility, ineligibility or change in preference status.

5.5 REFUSAL TO LIST AN APPLICANT OR REMOVAL OF AN APPLICANT FOR SPECIFIC GROUNDS

The SFHA may deny listing an applicant on the waiting list, remove an applicant from the waiting list, deny or withdraw an offer of housing to an applicant pursuant to section 5.7 of the Section 8 Administrative Plan.

5.6 GROUNDS FOR DENIAL

The SFHA may deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property.
- F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.
- G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- H. Have a family member who was evicted from public housing within the last three years;
- I. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity

involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- J. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The SFHA may waive this requirement if:
 - 1. The person demonstrates to the SFHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. The person has otherwise been rehabilitated successfully as determined by the SFHA based on evidentiary supporting material; or
 - 4. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any SFHA staff or residents;
- L. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;
- M. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);
- N. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).

5.7 INFORMAL REVIEW

If the SFHA determines that an applicant does not meet the criteria for receiving Section 8 assistance, the SFHA will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The SFHA will describe how to obtain the informal review. The informal review process as described in section 16.2 of the Section 8 Administrative Plan applies.

6.0 OCCUPANCY STANDARDS

The SFHA will follow an occupancy policy, which prevents overcrowding of units or under utilization of units. The following guidelines shall determine the minimum and maximum number of occupancy per unit size:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	2
1	1	4
2	2	6
3	3	8
4	4	10

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of (3) will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster-adults and children will be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

The SFHA will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

6.1 BRIEFING

When the SFHA selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to be certified the family is required to attend the briefing. If they cannot attend the originally scheduled briefing, they may attend a later session. Failure to attend a briefing without good cause may result

in denied admission. The family will be given an opportunity to reschedule a briefing only once. All briefings will be conducted in accordance with Section 6.1 and 6.2 of the Section 8 Administrative Plan.

In addition, PBV participants shall be apprised of the likelihood that they will be issued a tenant-based Voucher after the HAP Contract expires.

6.2 Selection From Waiting List

Once an owner has contacted the SFHA and informed them of the availability of a unit, the SFHA shall refer an appropriate number of tenants to the owner for suitability screening. The owner shall notify in writing the tenants and the SFHA regarding the refusal of any referred tenants. If additional referrals are needed, the SFHA shall refer additional applicants until the appropriate number of tenants have been accepted by the owner.

Accepted tenants shall be referred to the SFHA for Eligibility determination.

6.3 FAMILY CERTIFICATION

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the SFHA will issue the PBV Statement of Family Responsibility that authorizes the family to participate in the PBV Program.

The owner shall complete a Request For Tenancy Approval and submit it to the SFHA. An inspection of the unit shall be conducted pursuant to HQS in 24 CFR 982.401.

6.4 APPROVAL TO LEASE A UNIT

The SFHA will approve a lease if all of the following conditions are met:

- A. The unit is eligible;
- B. The unit is inspected by the Housing Authority and passes HQS;
- C. The rent to owner is reasonable;
- D. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or the Housing Authority; and
- E. The family continues to meet all eligibility and screening criteria.

If tenancy approval is denied, the Housing Authority will advise the owner and the family in writing and advise them also of any actions they could take that would enable the Housing Authority to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

- A. The unit passes the Housing Authority HQS inspection;
- B. The landlord and tenant sign the lease;
- C. The Housing Authority approves the leasing of the unit.

6.5 SFHA DISAPPROVAL OF OWNER

The Housing Authority will deny participation by an owner at the direction of HUD. The Housing Authority will also deny the owner's participation for any of the following reasons:

- A. The owner has violated any obligations under a Section 8 PBV Housing Assistance Payments Contract;
- B. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- G. The owner has engaged in drug-related criminal activity or any violent criminal activity;
- H. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other Federal housing program;
- I. The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 3. premises by tenants, SFHA employees or owner employees; or
 - 4. residences by neighbors;
- J. Other conflicts of interest under Federal, State, or local law.

6.6 INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the Section 8 Project-Based Program:

- A. Housing for which construction or rehabilitation has commenced prior to Agreement execution; This Provision does not apply to Existing Housing Projects.
- B. Shared Housing;
- C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
- D. Housing located in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- F. With noted exceptions in 24 CFR 983.7 (6) (i), (ii), Housing located in an area that has been identified by the FEMA as having special flood hazards.
- G. A Public Housing unit.

6.7 SECURITY DEPOSIT

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

7.0 MOVES FROM ASSISTED UNITS

Participating families may not move from an assisted unit with their housing assistance during the initial term of the lease (twelve months). The assistance is tied to the unit and cannot be transported with the tenant. The PHA must issue any eligible family wishing to move with continued assistance a Section 8 Voucher from its tenant-based Voucher Program or other form of assistance that is comparable to the Voucher Program as defined by HUD. If such assistance is not available, the family shall be given priority for the next available unrestricted tenant-based Voucher.

7.1 WHEN A FAMILY MAY MOVE

A family participating in the PBV Program may only move from the assisted unit if:

- C. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or
- D. The tenant has given notice of lease termination (in accordance with lease agreement) to the owner and SFHA.
- E. Unit is overcrowded or under-occupied. In accordance with 24 CFR 983.206, family may not be forced to move unless they reject an alternative offer of housing.
- F. After living in the PBV unit for twelve months.

8.0 DETERMINATION OF FAMILY INCOME

8.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

Family income inclusions, deductions and exclusions as stipulated in Section 9 of the Section 8 Administrative Plan apply to the Section 8 PBV Program

9.0 RENT AND HOUSING ASSISTANCE PAYMENT

9.1 GENERAL

Rents for PBV assisted units must be established by contracting with a State Certified Appraiser to establish reasonable rents for the units pursuant to 24 CFR 983.12. In no circumstance can initial rents exceed 110% of the established Fair Market Rent or HUD approved Exception Payment Standard.

9.2 RENT REASONABLENESS

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. Before any increase in rent to owner is approved;
- B. If the Housing Authority or HUD directs that reasonableness be re-determined.

9.3 MAXIMUM SUBSIDY

110 Percent of the established Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the SFHA and approved by HUD) determines the maximum subsidy for a family.

For a regular tenancy under the PBV Program, the FMR/exception rent limit is the maximum initial gross rent under the assisted lease.

9.4 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the Section 8 Department.

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards).

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority may approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

9.5 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

The Housing Authority pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the SFHA a late payment, agreed to in the Contract and in accordance with generally accepted practices in the City and County of San Francisco jurisdiction.

9.6 CHANGE OF OWNERSHIP

All changes in ownership for PBV units must comply with the provisions set forth in the Housing Assistance Payment Contract.

10.0 Inspection Policies, Housing Quality Standards, and Damage Claims

The SFHA will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS are met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS. At the HA's discretion, a sample of units for a particular project representing a minimum of 10 % and a maximum of 25% may be substituted for the annual inspection requirements under the PBV Program.

The SFHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family can not be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the Housing Authority to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the SFHA will only schedule one more inspection. If the family misses two inspections, the SFHA will consider the family to have violated a Family Obligation and their assistance

will be terminated. Inspections standards outlined in Section 12 of the Section 8 Administrative Plan and 24 CFR 982.401 apply to the PBV Program.

10.1 VACANCY LOSS

The SFHA shall continue to provide assistance for a unit that becomes vacant for up to a maximum of 60 days after the unit becomes vacant. Such payments may only be made if the vacancy is not the fault of the owner, and the owner and the SFHA take "every reasonable action" to minimize the likelihood and extent of the vacancy.

If no eligible family rents a vacant unit within 120 days after the vacancy commenced, the SFHA may terminate its commitment to make any additional HAPs for the unit for the balance of the HAP Contract term.

11.0 RECERTIFICATION

11.1 ANNUAL RE-EXAMINATION

nnual and Interim Re-Examination policies will mirror that of the Existing Section 8 rogram Administrative Plan.

12.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE SFHA

Grounds for Termination of Assistance policy will mirror that of the Existing Section 8 rogram Administrative Plan.

13.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, AND INFORMAL HEARINGS FOR PARTICIPANTS

COMPLAINTS AND REVIEWS

Informal reviews and hearings shall be conducted pursuant to the Section 8 Administrative Plan

14.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease is independent of the term of the HAP contract for the PBV Program. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract at the expiration of the term by refusing an offer of renewal of the HAP Contract. The HAP contract may be

terminated by the SFHA. Under some circumstances the contract automatically terminates.

All other termination guidelines will mirror that of the Existing Section 8 Program Administrative Plan.

15.0 SFHA OWNED HOUSING

Units owned by the SFHA and not receiving subsidy under any other program are eligible housing units for the PBV Program. In order to comply with federal regulation, the SFHA will be required to request that the Regional HUD office conduct the provisions set for in sections 2, 3.2, 7.5, 10.1, 10.2, 10.4, 10.5, 11, 14 and 15 of the PBV Administrative Plan.

16.0 MISCELLANEOUS

16.1 ASSISTING FAMILIES EXPERIENCING ILLEGAL DISCRIMINATION

It is the policy of the SFHA to comply fully with all federal, state and local antidiscrimination laws. The SFHA will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, age, disability, handicap, military status, source of income, marital status, presence of children in a household, or because an individual has or is suspected of having Acquired Immune Deficiency Syndrome (AIDS).

During briefing sessions, families are provided with a HUD brochure, Fair Housing- It's Your Right, and a form HUD-903, Housing Discrimination Complaint. If an applicant or participation requests assistance, the SFHA will provide help in completing this form and forwarded it to the California State HUD Office of Fair Housing and Equal Opportunity.

For complaints involving state and local laws, the SFHA will refer the applicant or participant to the appropriate state or city offices. If available, the SFHA will provide forms for filing discrimination complaints to state or city offices.

16.2 FAMILY BREAK-UPS

In the event of a family break-up by divorce or legal separation, the family shall decide who remains in the assisted unit. No further subsidy shall be provided to the departing spouse. In the event that the SFHA must determine which of the family members will continue to receive the Section 8 PBV assistance, the SFHA determination will be made based on the following priorities:

7. Mutual agreement of the family members. All adult family members must sign a mutual agreement form

- 8. A court stipulated determination of which household retains the assistance
- 9. The interest of minor children or of ill, elderly or disabled family members
- 10. The interest of family members who are victims of actual or threatened physical violence directed against a family member by a spouse or other member of the applicant household. Certification from the local police department, a social service agency, court of proper jurisdiction, or clergy, physician or facility that provides shelter or counseling to the victims of domestic violence will be required to verify the domestic violence
- 11. The continued use of the assistance in the current unit
- 12. Head-of-household.

The family must notify the SFHA, in writing, within 14 days of the action causing the break-up and request a determination of the assignment of the assistance. The SFHA may schedule a meeting with the family members to discuss the assignment.

16.3 JOINT CUSTODY OF CHILDREN

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the schoolage child as a dependent.

17.0 REPAYMENT AGREEMENTS

Section 8 PBV participants may incur debts to the SFHA as a result of failure to accurately report income and family composition, for charges due under the lease that are paid by the SFHA and, under the certificate program, payments for units vacated in violation of the lease. Section 8 landlords may also incur a liability as a result of overpayment of HAP. The SFHA may, at its sole discretion, initiate a termination action, require repayment in a lump sum or allow the debtor to execute a promissory note to repay the debt over a period of time. The SFHA will take into consideration the amounts owed and the likelihood that the debtor will repay the debt before approving a repayment plan.

The Repayment Agreement policies will mirror that of the Existing Section 8 Program Administrative Plan.

San Francisco Housing Authority

Section 8 Housing Department



Chapter Four

Administrative Plan Section 8 Project-Based Voucher Program

Final Rule

SECTION 8 PBV ADMINISTRATIVE PLAN – FINAL RULE

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the San Francisco Housing Authority (SFHA) to comply fully with all Federal, State, and local nondiscrimination laws; the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the SFHA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the SFHA will provide Federal/State/local information to applicants for and participants in the Section 8 Project-Based Voucher (PBV) Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the SFHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The SFHA will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The SFHA will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

1.2 REASONABLE ACCOMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the SFHA PBV program and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the SFHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the SFHA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

SFHA policies for implementation of reasonable accommodations as outlined in Section 1.3 and 1.4 of the Section 8 Program Administrative Plan apply to the PBV Program.

1.3 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

The SFHA will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages may be accommodated:

- Spanish
- Chinese
- Samoan
- Russian
- Vietnamese

1.4 FAMILY OUTREACH

The SFHA will publicize the availability and nature of the Section 8 PBV Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, newspaper serving other ethnic populations including non-English publications and by other suitable means. The SFHA will also try to utilize public service announcements.

The SFHA will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

1.5 PROJECT-BASED VOUCHER PROGRAM LIMIT

The PBV Program cannot exceed 20 percent of the total budget authority under the SFHA's Housing Choice Voucher Program.

1.6 CONSISTENCY WITH THE PHA PLAN

The PBV shall be consistent with the goals and objectives of the SFHA Annual Plan. Each Plan shall have a statement of the number of PBV units, general locations and how Project-Basing units will be consistent with the SFHA Plan.

1.7 RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, *Authorization for Release of Information and Privacy Act Notice*. The *Authorization for Release of Information and Privacy Act Notice* states how family information will be released and includes the *Federal Privacy Act Statement*.

Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

In accordance with State and Federal Constitutional protections, the SFHA will respect the privacy of information relating to applicants, participants, and tenants in SFHA programs. Accordingly, personal information is deemed private and confidential and will be released only by authorization of the SFHA PBV Administrator and written consent of the affected party or by court subpoena.

It is important to note that the privacy policy is applicable to the release of participant information and not the gathering and use of information necessary to ensure eligibility and compliance with program regulations. Except, as required by federal regulations, solicited by the SFHA unless directly attributed to carrying out the responsibilities of the agency.

1.8 REQUIRED POSTINGS

The SFHA will post in each of its offices in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. The Section 8 PBV Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address of all SFHA offices, office hours, telephone numbers, TDD numbers, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- H. Equal Opportunity in Employment Poster

1.9 Definitions

New Construction/Rehabilitation - Units needing at least \$3000 in construction costs to meet Housing Quality Standards in order to participate in the PBV Program

Existing Housing –. Housing units that already exist on the proposal selection date and that substantially comply with the HQS on that date. All units must fully comply with the HQS before HAP execution. For purposes of clarification, "substantially comply" is defined to mean that there is at least a Temporary Certificate of Occupancy issued for

Newly Constructed Properties or less than \$3000 in repairs necessary to meet HQS in rehabilitated properties.

Twenty-Five Percent Maximum – No more than 25 % of the units in any PBV project may receive assistance excepted as noted below.

- Single family dwellings (four or fewer units)
- Dwellings specifically designated for elderly
- Dwellings specifically designated for disabled families (as defined by HUD in 24 CFR 5.403 (b).
- Families receiving supportive services as defined below.

Supportive Services

In order to exceed the 25 % threshold for assisted units in any building, the owner must provide support services to the families in occupancy of the "Excepted Units" and the eligible family must maintain their participation in the services to retain their assistance in the excepted unit unless they successfully complete the services program. Units occupied by Elderly or disabled households are not considered to be Excepted Units and mandatory services are not applicable. The services can either be provided on site or utilized on a referral basis through services staff on site. Participating owners must provide a minimum of three qualifying services to meet the requirement to exceed the 25 % threshold. Eligible services can include:

- ➤ Substance Abuse Counseling
- ➤ Clinical Services for Non-Disabled Participants
 - o Non-Disabled Mental Health Services
 - o Non-Disabled Behavioral Support Services
 - o Linkages to Medical Providers for Non-Disabled Tenants
- > Self –Sufficiency Counseling
 - o Job Training/Career Counseling
 - o Money Management Counseling
 - o Youth Services Child Care, After School Programs
 - o Housing Retention
- Section 8 FSS Participation

NOTE: Clinical Services, except for drug and alcohol treatement, cannot be used to meet the minimum required services for Excepted Units.

Monitoring

All services will be monitored annually at the HAP anniversary. Each family will be required to certify that they are maintaining their participation in their services program at the time of the family's annual re-examination. Participation in services will be verified using third party procedures of verification. In addition, the owner must certify

annually that it continues to provide a supportive services program. The owner must also notify the SFHA immediately once a family is no longer in compliance with their services obligation.

1.10 Inclusionary Clause

Notwithstanding the contents of this PBV Administrative Plan, for all areas not specifically addressed by this plan the Section 8 Administrative Plan shall govern as a supplement to Part 983 of 24 CFR.

2.0 UNIT SELECTION CRITERIA

2.1 INVITATION FOR PROPOSAL

Invitations for proposals to participate in the Project-Based Voucher (PBV) Program will be advertised in a newspaper of general circulation and other ethnic newspapers in the San Francisco Community once a week for two consecutive weeks. The San Francisco Housing Authority (SFHA) will accept applications for at least thirty (30) days from the last day of said publication. The advertising will be in the following newspapers:

- 1. San Francisco Chronicle/Examiner
- 2. The Sun Reporter
- 3. Ethnic newspapers published in Chinese, Spanish, Vietnamese and Russian.

The advertisement will state the number of units available for the Project-Based Program and whether the competition is for rehabilitation, new construction or existing units. In addition, the advertisement shall summarize the unit selection policy for the units to be assisted. However, the unit selection criteria will not be included in the advertisement but in the Request For Proposals. Availability of units under the Existing Housing option may be advertised in separate advertisements.

2.2 SFHA SELECTION PROCESS:

For the rehabilitation aspect of the program, the (SFHA) has a preference for projects in non-impacted areas or areas targeted by the City of San Francisco to be revitalized and provide more rehabilitation spending per unit than the minimum \$3,000.00 per unit. This preference does not apply to new construction projects. Ranking criteria will be outlined in the advertisement announcing the availability of PBV units. The SFHA is looking for owners with experience in construction or rehabilitation and property management that are also able to demonstrate a solid financial commitment for the project and offer a partnership with supportive services. Moreover, units will be expected to meet and/or exceed accessibility standards for the disabled.

Non-Competitive Selection Criteria

Selection of a proposal can be made for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (*e.g.*, HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. In these cases, assistance can be awarded non-competitively and posted for Public Notification.

Non-Competitive proposals can be presented to the SFHA at anytime. Owners are not required to wait until an Invitation For Proposals is published to present a posposal for consideration under the guidelines of non-competitive selection. However, the SFHA must publish the award of any units under the PBV Program in a newspaper of general circulation. Every effort will be made to publish the results of any awards under the PBV Program within 30 days of the award date.

2.3 RECEIVING AND SCREENING PROPOSALS

When Project-Based proposals are received, the date of receipt will be marked on each proposal and a proposal number assigned to it. Essential information will be logged on the appropriate control log, and a file folder will be established for each proposal. Clearly ineligible proposals will be rejected at this point.

If more proposals are received than can possibly be funded, a priority system for processing the remaining proposals will be established. Proposals that are unable to be assisted at the time of project selection will be rejected and will have to re-apply during future outreach.

Two types of criteria will be used to place proposals in the appropriate category. They are Requirements and Rankings. If a proposal fails to meet a requirement, it is clearly ineligible and will be rejected. A system of rankings will be used to determine which proposals will be processed immediately. Projects scoring the highest number of points in the ranking process shall be given priority for consideration. All projects selected must score at least 60 % of the total attainable points in order to be selected for participation in the PBV Program.

2.4 REQUIREMENTS

If the following requirements are not met, proposals will be rejected:

- a) The project under consideration must meet HUD goals for deconcentration of poverty in determining areas in which to place subsidized units pursuant to 24 CFR 983.57. Moreover, zones designated for economic improvement and redevelopment by the City and County of San Francisco shall be deemed eligible sites for PBV activity. b)Generally, no more than 25 percent of the dwelling units in each building may have project-based voucher or any other federal project-based housing assistance. The following types of housing units are exempt from the 25 percent per building cap:
 - (1) Project-based dwelling units in single family (one-to four-unit) properties;
 - (2) units in a multifamily building (5 or more units) set aside for elderly or disabled families; and
 - (3) units in a multifamily building set aside for families participating in support services programs supplied by the owner on site or on a referral basis as specified in Section 1.9 above.

- The restrictions concerning the number of subsidized units in each building apply to all types of housing selected for the project-based voucher program—existing, newly constructed, and rehabilitated housing.
- b) The proposed property must be eligible for the PBV Program. Single Room Occupancy (SRO) units are the only Special Housing Type permitted to be assisted under the PBV Program. The SFHA will consider Rehab, New Construction and Existing units for PBV assistance.

The following types of units are not eligible for participation in the program:

- Owner occupied units;
- Housing for which the construction/rehabilitation has started prior to Agreement execution; Except for Existing Housing Projects
- Manufactured homes:
- Shared Housing;
- Nursing homes and facilities providing continual psychiatric, medical, nursing services, board and care or intermediate care;
- Units within the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- Housing located in the Coastal Barrier Resources System designated under the Coastal Barrier Resources Act;
- Housing located in an area that has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
 - 1. The community in which the area is situated is participating in the National Flood Insurance Program; or
 - 2. Less than a year has passed since FEMA notification regarding such hazards;
 - 3. The HA will ensure that flood insurance on the structure is obtained in compliance with Section 102(a) of the Flood Disaster Protection Act of 1973
- College or other school dormitory
- Public Housing units owned by the SFHA;
- Units subsidized by any other Section 8 assistance (tenant-based or project-based);
- A unit subsidized with any State or local rent subsidy;
- A Section 236 project or a unit subsidized with Section 236 rental assistance payments
- A Rural Development Administration Section 515 project;
- A unit subsidized with rental assistance payments under section 521 of the Housing Act of 1949;
- Housing assisted under former Section 23 of the U.S. Housing Act of 1937 (before amendment by the HCD Act of 1974)
- A Section 221 (d)(3) project;

- A project with a Section 202 loan;
- A Section 202 project for non-elderly persons with disabilities (Section 162 assistance);
- Section 202 supportive housing;
- Section 811 supportive housing;
- Section 101 rent supplement projects;
- Transitional Housing
- A unit subsidized with tenant-based assistance under the HOME Program; or Any unit with other duplicative Federal, State or local housing subsidy, as determined by HUD. For this purpose, "housing subsidy" does not include welfare payments, a social security payment received by the family or a rent reduction because of a tax credit.
- c) Proposed contract rents must not exceed either 110% of the established Fair Market Rents as published by HUD in the Federal Register, or the HUD approved exception rents if applicable.
- d) Pursuant to the San Francisco Consolidated Plan and the SFHA PHA Plan, the goal of the PBV Program is to increase the number of affordable housing units in San Francisco utilizing PBV assistance to ensure affordability of housing for low income families. The proposed site must meet certain site and neighborhood standards specified in the Code of Federal Regulations, (24CFR 983.57). Although it will not be possible to determine compliance with all of the standards until an inspection is completed. .
 - Generally the SFHA must determine whether the census tract in which the proposed PBV development will be located is (i) in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community; (ii) Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition; (iii) Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization; (iv) Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement; (v) Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area; (vi) If the poverty rate in the area where the proposed PBV development will be located is greater than 25 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate; (vii) Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

In addition, is the site suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d(4)) and HUD's implementing regulations at 24 CFR part 1; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601–3629);

and HUD's implementing regulations at 24 CFR parts 100 through 199; Executive Order 11063 (27 FR 11527; 3 CFR, 1959–1963 Comp., p. 652) and HUD's implementing regulations at 24 CFR part 107. The site must meet the section 504 site selection requirements described in 24 CFR 8.4(b)(5).

The site must meet the HQS site standards at 24 CFR 982.401(1).

a) Owners must provide a relocation plan regarding temporary Current occupants of units to be assisted must appear to be eligible for Section 8 assistance. Therefore, if the units to be assisted are occupied by over-income tenants, the proposal calls for a reduction in the total number of units in a fully occupied building, or if the families to be assisted are living in units which are not suitable to family size, the project generally will be rejected or partially assisted. (Rehabilitation and Existing Only) Relocation provisions for minimizing displacement do not apply to Existing Housing Projects.

The project must meet Uniform Relocation Act requirements as follows:

Temporary relocation will not exceed 12 months and every tenant will be given 30 days written notice regarding any relocation along with a copy of the approved relocation plan. Tenants must be provided with alternative housing which is safe, decent and sanitary and receive reimbursement from the owner for reasonable out-of-pocket expenses incurred in connection with the temporary relocation. Such expenses include moving costs to and from temporary housing, increases in monthly housing costs and increases in utility costs.

If the owner can demonstrate that permanent displacement can be prevented by allowing over-income tenants to remain in unassisted units or ineligible tenants to be housed in a suitably sized unit in the same building or complex, the proposal may still be accepted.

Any preliminary determination of a family's eligibility during the initial screening process will be based on unverified information provided in the owner's proposal.

b) The owner must be able to certify that no tenant has been required to move during the past 12 months except for good cause. If the SFHA has documentation that tenants have been forced to move without good cause, the proposal will be rejected. "Good Cause" includes tenant non-compliance with the lease or failure to carry out tenant obligations under any state and local landlord-tenant law. This information should be submitted with the proposal. (Rehabilitation and Existing Only)

If the owner submitting the proposal has not owned the property for the last 12 months, this certification may be limited to owner's actions during ownership and with respect to acquiring the property.

- c) The owner must provide acceptable evidence of site control (a copy of the deed, purchase option, contract of sale or other documents acceptable to the SFHA as proof of ownership). The SFHA may reject a proposal if adequate evidence of site control is not provided.
- d) Owners must submit the proposed contract rent per unit, including an indication of which utilities, services and equipment are included in the rent, and which are not included. For those utilities that are not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy must be submitted. The SFHA may reject a proposal at the initial screening stage if the proposal appears clearly unfeasible because the current rents substantially exceed the Section 8 Existing Housing Payment Standard Rent Limits.

If the owner is willing to accept lower rents, the owner may appeal the proposal rejection.

- e) The owners must submit a completed HUD form No. 2530 Previous Participation Certification and resumes for all principal participants.
- f) Housing to be assisted under the PBV Program must be modest in design. Amenities must be limited to those amenities, as determined by HUD, that are generally provided in unassisted, decent, safe and sanitary housing for lower income families in the market area. The use of more durable, high-quality materials to control or reduce maintenance, repair and replacement costs is not considered an excess amenity.
- g) Acceptable amenities are range/oven, refrigerator, disposal, vent fan, carpet/drapes, laundry (coin), underground garage, and solar heat/hot water.
- h) Before any property can be Contracted for PBV assistance, the SFHA must contract with the unit of general local government to complete and approve the environmental review required by 24 CFR part 58.
- i) All Contracted housing must meet applicable accessibility requirements as set forth in Section 504 of the Rehabilitation Act of 1973 in addition to any applicable State and local standards. Moreover, all units must meet the requirements of the Fair Housing Amendment Act of 1988 pursuant to 24 CFR 100.205.
- j) Properties assisted under the "Existing" PBV guidelines must conform to Section 302 of the Lead-Based Paint Poisoning Prevention Act by establishing procedures to eliminate as far as practicable the hazards of lead-based paint. This requirement does not apply to studio or single room occupancy units. All painted surfaces, interior and exterior, up to five feet from the floor or ground readily accessible to children under seven years of age must be free of chipping, peeling and loose paint.
- k) Projects seeking to rehabilitate existing structures require a <u>minimum expenditure</u> of \$3,000.00 per assisted unit, including the unit's prorated share of work to be

accomplished on common areas or systems. "Existing Housing" Projects <u>must</u> require less than \$3000.00 repairs per assisted unit including the unit's prorated share of work to be accomplished on common areas or systems. There is no limit on the amount of expenditure for new construction projects.

1) Owner must certify that they have not been debarred from participating in the Section 8 Project-Based Voucher Program or any other Federally Subsidy Program.

2.5 NEW CONSTRUCTION REQUIREMENTS

The owner must submit to the SFHA an architect's certification that the working drawings, specifications and proposed construction comply with HUD minimum property standards, local codes and ordinances, and zoning requirements.

The site must not be located in an area of minority concentration, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area. All sites must be consistent with the requirements of 24 CFR 983.57 and this Administrative Plan.

2.6 ALL OWNER APPLICATIONS MUST CONTAIN:

- a) A description of the proposed housing, including the number of units by size, bedroom count, bathroom count, sketches of the proposed building, unit plans, listing of amenities and services, and estimated date of completion; Existing Housing Projects are excepted from provisions requiring constructions plans and drawings.
- b) Identification and description of the proposed site, site plan and neighborhood, and evidence of site control;
- c) Evidence that the proposed New Construction is permitted by current zoning ordinances or regulations or evidence to indicate that the needed re-zoning is likely and will not delay the project; Existing Housing Projects are not subject to this provision.
- d) A signed certification of the owner's intention to comply with Title VI of the Civil Rights Act of 1966, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968 and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction or rehabilitation of the project; Existing Housing Projects are not subject to Federal Labor Standards.

- e) A statement from the owner certifying the number of persons, businesses, non-profit corporations occupying the property on the date of submission of the application; the number of persons displaced, temporarily relocated or moved permanently within the building complex; estimated cost of relocation payments and services; the funding source of relocation activities; and the name of the organization that will carry out the relocation activities. Existing Housing Projects are not subject to the provisions of Relocation.
- f) The identity of the owner, developer, builder, architect, management agent (and other participants), the names of officers and principal members, shareholders, investors and other parties having a substantial interest; the previous participation of each in HUD Programs on the prescribed HUD Form No. 2530 and a disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract; and information on the qualifications and experience of the principle participants;
- g) The owner's plan for managing and maintaining the units;
- h) Evidence of financing or lender interest and the proposed terms of financing;
- i) The proposed term of the Contract; and
- j) Such other information as the SFHA believes necessary.

2.7 INITIAL SCREENING CHECKLIST

The checklist is divided into two sections: Requirements and Rankings. A "No" answer to any of the questions in the Requirements section could result in automatic rejection. Rankings may be stated in absolutes (Yes or No Answers).

2.8 NOTIFYING OWNERS OF SCREENING RESULTS

Once proposals have been screened, owners will be notified about the results. Rejection letters will include the reason for the rejection and indicate the owner's right to appeal the rejection. The SFHA must also give prompt Public Notice of such selection. For purposes of announcing PBV awards, Public Notice shall be given in the form of posted notices in the SFHA main office at 440 Turk Street and at the Section 8 offices at 1815 Egbert Street and advertisement in a newspaper of general circulation.

The owner should understand that the proposal has not yet been approved for rehabilitation/construction, but only selected for processing. Owners must not begin the rehabilitation/construction or be cautious about entering into commitments for financing or contracts for rehabilitation/construction until the project has been approved.

A formal briefing of tenants will be conducted at a later date; however, tenants will need some basic information about the program and the status of the proposal before inspections of their units begin. The SFHA may participate in a meeting scheduled with the tenants to discuss the program.

The information collected during the inspection must be sufficient to (1) determine that site and neighborhood standards and other Federal requirements are met; (2) identify the rehabilitation/construction work that is required for units to meet standards or to repair or replace building systems and components in danger of failure; (3) identify other rehabilitation/construction work that the owner wishes to complete and additional energy conservation items that may be cost effective. The SFHA's Section 8 Existing Housing Inspection Form will serve as the guide for the PBV Program inspection format.

When the inspection is completed, the inspector and the owner should agree on the following:

- Deficiencies which must be corrected in order for the assisted unit(s) to meet Housing Quality Standards (HQS) or other Local Standards approved by HUD (including requiring weather stripping and caulking) and, in general terms, the extent of the work that will be done. All units must meet HQS standards prior to execution of the HAP Contract.
- Building systems or components in danger of failure that will be repaired or replaced and, in general terms, the extent of the work that will be done.
- Other rehabilitation/construction work that is eligible under the program, such as making the units accessible for the handicapped or completion of optional energy conservation work.
- Routine maintenance items which must be corrected at the owner's expense because they are not eligible work items.

Other property improvements the owner wishes to make which are not eligible work items under the PBV Program. Condition reports of eligible required work items will be prepared by the SFHA or it's subcontractor. If during the initial inspection, the SFHA discovers that the proposal does not meet program requirements, the owner will be informed in writing of the reason(s) for the rejection and of the right to appeal.

2.9 RANKING AND SELECTION PROPOSALS

The items on the checklist have been listed in order of importance, with the greatest number of points awarded for factors which are most important and essential to project success.

The SFHA will score the project as a whole, taking into consideration a wide variety of factors that are not easily quantifiable. Generally, projects scoring the highest points for each category will receive the highest overall feasibility scores. However, the SFHA will be consistent as possible in awarding points. Screening of Existing Housing Projects will be conducted separately from New Construction/Rehabilitation Projects.

The SFHA will select projects it plans to approve and notify all owners of the results. Selection will be based on the results of the ranking; However, when applicable, the selection scoring may be adjusted somewhat to take into consideration the number and bedroom distribution of units approved in the allocation.

Tied scores shall be selected based on the date and time a proposal was received

Owners whose proposals have been selected will be informed in writing of the number of units that the SFHA has tentatively approved, and the owner advised to request all tenants of units proposed for assistance prepare preliminary applications so tenant eligibility can be determined.

Incomplete applications or applications that cannot be fully funded shall be rejected. Owners shall be advised that they may resubmit the application at a later date in response to a future advertisement. Applications which are deemed incomplete due to technical errors in the documentation, may be given an opportunity to correct the error and considered for the advertisement to which it responded initially.

For proposals in which the SFHA has an identity of interest, the SFHA will request that HUD select, score, rank eligible projects.

The preliminary selection notice will explain to the owner the next steps in processing the proposal, including:

- Obtaining a firm financial commitment
- Notifying tenants about the selection of the proposal for Section 8 project-based
 assistance and their relocation responsibilities and rights. The owner should inform
 the tenants that the SFHA will contact them to set up meetings to determine eligibility
 for the program.and explain their rights and responsibilities under the program. A
 more detailed briefing will be provided by the SFHA when eligibility interviews are
 conducted.
- The selection of a rehabilitation/construction contractor is the sole responsibility of the owner; the SFHA will not assume any responsibility or liability for the performance of any contractor. Owner must be willing to certify that the selected contractor has not been debarred from participation in Federally Funded Programs.

• Filling vacancies with applicants from the SFHA waiting list prior to the execution of the HAP Contract.

2.9.1 Non-Competitive Selection

Notwithstanding the competitive selection procedures, selection of a proposal can be made for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (*e.g.*, HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. In these cases, assistance can be awarded non-competitively and posted for Public Notification.

Non-Competitive proposals can be presented to the SFHA at anytime. Owners are not required to wait until an Invitation For Proposals is published to present a posposal for consideration under the guidelines of non-competitive selection. However, the SFHA must publish the award of any units under the PBV Program in a newspaper of general circulation within 30 days of the award notice.

2.10 AHAP Requirements

- 1. Complete and Approved Application
- 2. Environmental Impact Review/Clearance
- 3. Subsidy Layering Review Where applicable
- 4. Inspection of Units/Site prior to Start of Construction
- 5. HUD Release of Funds Authorization

Units which are occupied by ineligible tenants cannot be placed under Agreement or HAP Contract. The Agency will inspect each unit proposed for the PBV Program and identify any tenants that reside in said units.

A variety of problems may be encountered in determining family eligibility, including families who are not income eligible and otherwise eligible families whose units are too large or too small for their family composition. In addition, families selected for "excepted" units must meet the requirements set forth by the supportive services plan for the property.

2.11 Requirements For Completion of Construction

In order for units constructed or rehabilitated under the PBV program to be accepted for assistance, the owner must provide the SFHA with the following:

- Owner certification that the work has been completed in accordance with the HQS and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.
- For New Construction and Substantial Rehab, a Certificate of Occupancy
- Architect's Certification that the work has been completed in accordance with the the HQS and all State, local and other Building Codes.

2.12 HAP contract amendments (to add or substitute contract units).

- At the discretion of the SFHA and subject to all PBV requirements, the HAP
 contract may be amended to substitute a different unit with the same number of
 bedrooms in the same building for a previously covered contract unit. Prior to
 such substitution, the SFHA must inspect the proposed substitute unit and must
 determine the reasonable rent for such unit.
- At the discretion of the PHA, and provided that the total number of units in a building that will receive PBV assistance or other project-based assistance will not exceed 25 percent of the number of dwelling units (assisted or unassisted) in the building or the 20 percent of authorized budget authority as provided in Section 983.6, (Unless Excepted Units are already authorized in the project), a HAP contract may be amended during the three-year period immediately following the execution date of the HAP contract to add additional PBV contract units in the same building. An amendment to the HAP contract is subject to all PBV requirements (e.g., rents are reasonable), except that a new PBV request for proposals is not required. The anniversary and expiration dates of the HAP contract for the additional units must be the same as the anniversary and expiration dates of the HAP contract term for the PBV units originally placed under HAP contract.

3.0 SFHA /OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the SFHA, the Section 8 Owners/Landlords, and the participating families.

3.1 SFHA RESPONSIBILITIES

- A. The SFHA will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the SFHA Section 8 PBV Administrative Plan.
- B. In administering the program, the SFHA must:
 - 1. Publish and disseminate information about the availability and nature of housing assistance under the program;
 - 2. Explain the program to owners and families;
 - 3. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration:
 - 4. Affirmatively further fair housing goals and comply with equal opportunity requirements;
 - 5. Make efforts to help disabled persons secure satisfactory housing;
 - 6. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, certify each selected family, and provide housing information to families selected:
 - 7. Determine who can live in the assisted unit at admission and during the family's participation in the program;
 - 8. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5 and as outlined in Section 3.2 C of the Section 8 Administrative Plan
 - 9. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy or as deemed appropriate by 24 CFR Part 983;
 - 10. Determine the amount of the Family Rent Portion and Housing Assistance Payment;

- 11. Determine the maximum rent to the owner and whether the rent is reasonable;
- 12. Make timely housing assistance payments to an owner in accordance with the HAP contract;
- 13. Examine family income, size, composition at admission, and annually during the family's participation in the program. The examination includes verification of income and other family information;
- 14. Establish and adjust SFHA utility allowance;
- 15. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the SFHA, if the owner defaults (e.g., HQS violation);
- 16. Determine whether to terminate assistance to a participant family for violation of family obligations;
- 17. Conduct informal reviews of certain SFHA decisions concerning applicants for participation in the program;
- 18. Conduct informal hearings on certain SFHA decisions concerning participant families;
- 19. Provide sound financial management of the program;

3.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the Agreement (New Construction and Rehabilitation Only), HAP contract and the lease.
- B. The owner is responsible for:
 - 1. Performing all management and rental functions for the assisted unit, including selecting a tenant from the Section 8 waiting list to lease the unit, and deciding if the family is suitable for tenancy of the unit.
 - 2. Renting eligible units solely to eligible PBV families;
 - 3. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
 - 4. Complying with equal opportunity requirements.

- 5. Preparing and furnishing to the SFHA information required under the HAP contract;
- 6. Collecting from the family:
 - a. Any security deposit required under the lease.
 - b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment.
 - d. Any charges for unit damage by the family.
- 7. Enforcing tenant obligations under the lease.
- 8. Paying for utilities and services (unless paid by the family under the lease.)
- 9. For Excepted Units, notify the PHA when/if qualifying families are non-compliant with their Service Agreement.
- C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

3.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

- A. Supplying required information.
 - 1. The family must supply any information that the SFHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
 - 2. The family must supply any information requested by the SFHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
 - 3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
 - 4. Any information supplied by the family must be true and complete.
- B. HQS breach caused by the Family

The family is responsible for any HQS breach caused by the family or its guests.

C. Allowing SFHA Inspection

The family must allow the SFHA to inspect the unit at reasonable times and after at least 24 hours notice.

Moreover, the family must grant the owner access to the unit, with reasonable notice (24 Hours), to complete repairs required by the SFHA. If the family fails to grant the owner timely access to the unit, the SFHA may terminate the family subsidy.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. Family Notice of Move or Lease Termination

The family must provide the owner at least 30 day's notice in writing, with copy to SFHA before the family moves out.

If a family gives notice to move and has been in residence for at least 12 months, the SFHA will offer continued assistance in the form of a tenant-based voucher. If a voucher is not available, the PBV family will be given priority for the next available voucher in the order requested by other PBV families seeking continued assistance form a PBV unit.

For PBV families who are required to move due to a wrong sized unit or occupancy of a unit with accessibility features that a disabled family requires, the PHA may offer the family another appropriately sized PBV unit or a Housing Choice Voucher when available.

F. Owner Eviction Notice

The family must promptly give the SFHA a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit

- 1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
- 2. Prior to the SFHA approval of the composition of the assisted family residing in the unit, the owner must first authorize the addition of any household member. The SFHA will send the owner the appropriate form for the owner to sign. The SFHA must approve the composition of the

assisted family residing in the unit. The family must promptly inform the SFHA of the birth, adoption or court-awarded custody of a child. The family must request approval from the SFHA to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).

- 3. The family must promptly notify the SFHA if any family member no longer resides in the unit.
- 4. If the SFHA has given approval, a foster child/foster adult or a live-in aide may reside in the unit.
- 5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
- 6. The family must not sublease the unit.
- 7. The family must not assign the lease or transfer the unit.
- 8. For Excepted Units, the family must be in compliance with their Service Agreement at all times.

H. Absence from the Unit

The family must supply any information or certification requested by the SFHA to verify that the family is living in the unit, or relating to family absence from the unit, including any SFHA requested information or certification on the purposes of family absences. The family must cooperate with the SFHA for this purpose. The family must promptly notify the SFHA of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the SFHA for absences exceeding 30 days. The SFHA will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the PBV program.

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization

- 2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
- 3. Other absences that are deemed necessary by the SFHA

I. Interest in the Unit

The family may not own or have any interest in the unit.

J. Fraud and Other Program Violation

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the programs.

K. Crime by Family Members

The members of the Household may not engage in drug-related criminal activity or other violent criminal activity.

L. Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 PBV assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

M. Live-In Aid

Anyone included in a household as a live-in Aid, may not be subsequently added to the household as a family member receiving assistance.

4.0 ELIGIBILITY FOR ADMISSION

4.1 INTRODUCTION

There are six eligibility requirements for admission to Section 8 PBV Programs – must qualify as a family, must have an income within the income limits, must meet citizenship/eligible immigrant criteria, must provide documentation to verify you have Social Security Numbers for all household members, meet SFHA requirements surrounding the prohibition of drug or violent criminal activity, and sign consent authorization documents. In addition to the eligibility criteria, families must also meet the SFHA screening criteria in order to be admitted to the Section 8 PBV Program.

Families must be eligible as a "Qualifying Family" to be eligible for "Excepted Units". A family is qualified to live in an excepted unit if, in addition to all PBV requirements, the family enrolls in and maintains enrollment in a Service Agreement.

For the purposes of determining eligibility for the Section 8 PBV Program, Section 3.2 of the Section 8 Administrative Plan shall apply.

5.0 ADMINISTRATION OF WAITING LIST

5.1 OPENING THE WAITING LIST

The Project-Based Program waiting list shall be the same as the waiting list for the Existing Section 8 Program. All applicants assisted under the PBV Program must come from the Section 8 wait list. In addition, pursuant to 24 CFR 983.203 (b), in-place tenants, that are eligible for participation, in units selected for assistance under the PBV Program, must be added to the Section 8 Wait List and be given an absolute preference to be assigned a PBV unit in their assisted property.

Other applications for the Section 8 PBV Program may be made pursuant to any stated format in advertisements published pursuant to section 5.2 below.

The SFHA will accept applications for placement on the waiting list at which time the applicant will self-declare their eligibility based on the eligibility requirements noted in the published announcement of the opening of the waiting list. Just prior to Certification, applicants will be required to complete an application for final eligibility determination whereby the SFHA staff will verify all income, assets and the preferences declared by the applicant during the pre-application stage.

Pre-applications will be accepted during the advertised periods of enrollment. These enrollment periods are determined based upon the need for the SFHA to augment its Section 8 waiting list so that the SFHA will have a sufficient number of applicants to maintain an adequate level of occupancy.

5.2 APPLICATION PROCESS

The SFHA will take pre-applications pursuant to a public advertisement. Pre-application intake will be announced to the public in advertisements run once a week for three consecutive weeks. Advertisements will be placed in the following:

- San Francisco Chronicle/Examiner
- Minority-owned and foreign language newspapers
- Posting in the lobby of the SFHA office at 440 Turk Street and the Leased Housing Division office.
- Posting in offices of the Public Housing developments of the SFHA
- Radio and television stations (if possible) in order to inform the visually impaired
- Notices circulated for posting at social service agencies, community centers and Bay Area Public Housing Agencies.

The advertisement will inform interested parties of the pre-application system to be used by the SFHA; the dates, times and locations pre-applications can be obtained; the deadline date, method and location for submitting the pre-applications and basic eligibility requirements.

5.3 RANKING METHOD

Pre-applications will be selected from the total applicant pool and assigned a date and time by random lottery and ranked on the waiting list by preference category. The pre-application will ask applicants to designate which priority category they believe they will qualify for. Pre-applications will be sorted in each preference category by date and time of application and a list generated in rank order.

Each applicant will be provided with a description of all SFHA preferences and will be required to self-certify, at the time of pre-application, whether the household qualifies for a preference. Selection from the Section 8 waiting list will be based on pre-applicant self-certification. At the time of final eligibility determination, SFHA applicants will be required to certify to all information they provide to SFHA and to sign verification forms permitting the release of information from verifying agencies, including the Authorization to Release Information/Privacy Act Notice form which is a general release form. Documentation of all verifications will be placed in the applicant/participant file.

Family income and assets and all factors related to eligibility must be verified, including preferences and immigration eligibility. Verifications must be completed before an applicant will Certified for participation in the PBV Program except as provided by Section 214 of the Housing and Community Development Act of 1980 regarding verification of Immigration Status. SFHA will use third party verification whenever possible. This will include mailing forms directly to the third party and having them mailed back to SFHA. If third party written verification is not possible, SFHA will review documents brought in by applicants/current participants or obtain oral verification with the third party by phone, documenting name, department, position, date of verification and other pertinent information. If there are no documents, SFHA may use a notarized applicant certification for verification.

If the priority category changes for any reason, the applicant will be placed in the proper preference category sorted by application date and time.

5.4 CLOSING OF THE WAITING LIST

The advertisement opening the waiting list will also specify when the period for submitting pre-applications will end. A notice will be posted in the lobby of the main office of the SFHA (440 Turk Street) and the Leased Housing Division office advising interested parties that the SFHA is not accepting pre-applications for the Section 8 Program.

6.0 SELECTION FROM THE WAITING LIST

6.1 PREFERENCES

In accordance with the Quality Housing and Work Responsibility Act of 1998, SFHA will administer its Section 8 PBV program so that the following Income Targeting objectives are achieved for the period from April 1, 1999 through September 30, 2000, and for each fiscal year thereafter:

- Not less than 75% of new admissions to project-based Section 8 assistance programs must have incomes at or below 30 % of the area median income.
- The remainder of new admissions to project-based Section 8 assistance programs must have incomes at or below 80% of the area median.]

Not withstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the SFHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

However, despite all preference categories listed below, pursuant to 24 CFR 983.203 (b), in-place tenants, that are eligible for participation, in units selected for assistance under the PBV Program, must be added to the Section 8 Wait List and given an absolute preference to be assigned a unit in their assisted property.

The SFHA has adopted the Federal Preferences as Local Preferences in administering its assisted housing programs.

The SFHA employs the following system of local preferences in administering its wait list. The local preferences consist of:

3. INVOLUNTARY DISPLACEMENT:

An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

Natural Disaster: a disaster such as a fire, flood or earthquake that resulted in the uninhabitability of the applicant's unit.

Domestic Violence: an applicant who has vacated due to actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other household member, who lives in housing with an individual who engages in such violence.

Government Action: an action of a government agency related to code enforcement or public improvement or development.

Landlord Action: an action by a housing owner that results in an applicant's having to vacate his or her unit, where the reason for the owner's action was beyond the applicant's ability to control or prevent, and despite the applicant having met all previously imposed conditions of occupancy, and the action is other than a rent increase.

2. SUBSTANDARD HOUSING:

Homeless: An applicant who is a "homeless family" shall be considered to be living in substandard housing if the individual or family:

Lacks a fixed regular, and adequate nighttime residence; and

Has a primary residence that is:

A supervised publicly or privately operated shelter designed to provide temporary living accommodations, (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or

An institution that provides a temporary residence for individuals intended to be institutionalized; or

A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to state or federal law.

Non-Homeless: A non-homeless family is living in substandard housing if their present unit meets any of the following criteria: it is "dilapidated;" it does not have operable indoor plumbing; it does not have a usable flush toilet and a usable bathtub or shower inside the unit for the exclusive use of the family; it does not have electricity, or has inadequate or unsafe electrical service; it does not have a safe or adequate source of heat; it should, but does not have a kitchen, or it has been declared unfit for habitation by a government agency. A housing unit is "dilapidated" if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family or it has one or more critical defects or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects

may have resulted from the original construction, or from continued neglect or lack of repair, or from serious damage to the structure.

3. PAYING MORE THAN 50% OF INCOME FOR HOUSING:

An applicant shall qualify for this federal preference if the family is paying more than 50 percent of the total family income for rent. However, an applicant may not qualify for a preference under this section if the applicant is paying more than 50 percent of family income to rent a unit because his or her housing assistance under the public housing, Section 8 program, or any program under the Housing and Urban Development Act of 1965 with respect to that unit has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures with respect to the occupancy of under-occupied and overcrowded units.

The SFHA will weigh each local preference equally. That is, an applicant that meets the federal definition of any or all of the local preferences will receive an equal priority. Specific applicant preference procedures, definitions and requirements not covered in this policy shall follow the HUD regulations found at 24 CFR Part 5, as amended from time to time.

The SFHA has adopted the following as secondary local preferences:

- 7. Residency status: A family is considered a "resident" of the City and County of San Francisco, if (a) they live in San Francisco or (b) the head of household or spouse is employed or has been notified that he/she has been hired to work in San Francisco. The Family must submit documentation that provides a current address of residency or employment and sign a waiver to permit the SFHA to verify the address.
- 8. Veterans status: A member of the United States Armed Forces honorable discharged from service or currently listed and is the head of house hold or spouse of the applicant family. Verification will be provided by the Veterans Administration.
- 9. Welfare to Work Participants in good standing with their obligations to the Welfare to Work Program.

6.2 ORDER OF SELECTION

The SFHA will rank and admit applicants from the waiting list in accordance with the following priority categories:

Level of Priority	Category One	Category Two	Category Three	Category Four
1	Local Preference	Resident	Veteran	Welfare to
				Work
2	Local Preference	Resident	Veteran	Non-Welfare
				to Work
3	Local Preference	Resident	Non-Veteran	Welfare to
				Work
4	Local Preference	Resident	Non-Veteran	Non-Welfare
				to Work
5	Local Preference	Non-Resident	Veteran	Welfare to
				Work
6	Local Preference	Non-Resident	Veteran	Non-Welfare
	T 1D C	N. D. II.	NT	to Work
7	Local Preference	Non-Resident	Non-Veteran	Welfare to
8	Local Preference	Non-Resident	Non-Veteran	Work Non-Welfare
8	Local Preference	Non-Resident	Non-veteran	to Work
9	No Local	Resident	Veteran	Welfare to
9	Preference	Resident	Veteran	Work
10	No Local	Resident	Veteran	Non-Welfare
10	Preference	Resident	Veteran	to Work
11	No Local	Resident	Non-Veteran	Welfare to
	Preference			Work
12	No Local	Resident	Non-Veteran	Non-Welfare
	Preference			to Work
13	No Local	Non-Resident	Veteran	Welfare to
	Preference			Work
14	No Local	Non-Resident	Veteran	Non-Welfare
	Preference			to Work
15	No Local	Non-Resident	Non-Veteran	Welfare to
	Preference			Work
16	No Local	Non-Resident	Non-Veteran	Non-Welfare
	Preference			to Work

Units shall be filled in the order indicated above. Applicants at the top of the list will be notified of a vacancy and asked to participate in the PBV Program. If they refuse or do

not respond, the next applicant is contacted, and so on. If at any time the waiting list does not contain a sufficient number of preference applications, the PBV referrals will be made to non-Local preference eligible applicants without regard to Preference Status.

Notwithstanding the selection process indicated above, pursuant to 24 CFR 983.203 (b), in-place tenants on the date of project selection, that are eligible for participation, in units selected for assistance under the PBV Program, must be added to the Section 8 Wait List and given an absolute preference to be assigned a unit in their assisted property.

Moreover, for units rehabilitated or constructed with HOPWA capital funding, the SFHA may skip down the wait list pursuant to HUD waivers to offer PBV assistance to households on the Section 8 wait list who have a family member who has been diagnosed with disabling HIV or AIDS and interested in the PBV assistance.

Moreover, for units specifically designed with accessibility features for persons with disabilities, the SFHA will refer applicants from the Section 8 Wait List who have indicated that they require a unit with accessibility features ahead of other people on the Section 8 wait list. Anyone rejecting the unit with accessibility features will be returned to the wait list to be considered in proper order.

Applicants shall have priority over participants who already have a subsidy in making referrals to PBV units. Applicants will be considered on a first come, first served basis for referral to PBV units after notification, in rank order, of unit availability.

6.3 PROCEDURES FOR REMOVING NAMES FROM THE WAITING LIST

The SFHA will not remove an applicant's name from the waiting list unless:

- A. The applicant requests that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses more than three scheduled appointments; or
- C. The applicant does not meet either the eligibility or screening criteria for the program.

6.4 UPDATING OF THE WAITING LIST

In order to ensure the waiting list is accurate and current, the SFHA will update the waiting list periodically, but no more than annually, by requesting each household to submit a revised pre-application form. The following guidelines will govern update procedures:

• The SFHA will mail an update request letter and a blank pre-application form to each household on the waiting list.

- The request will be mailed to the applicant's last known address. Applicants will be
 advised in the eligibility letter of their responsibility to notify the SFHA, in writing,
 of any address changes. If the applicant fails to notify the SFHA of an address
 change, the SFHA accepts no responsibility for the applicant's failure to receive the
 update request.
- The update request letter will include a deadline date by which applicants must return the pre-application and will specify return by mail or in person. The letter will inform the applicant that if the SFHA fails to receive the updated pre-application form by the deadline date, the applicant's name will be removed from the waiting list.
- Applicants will be given a reasonable time to complete and return the updated preapplications, generally not less than 14 calendar days.
- The SFHA accepts no responsibility for delays created by the United States Postal Service.
- The SFHA will make reasonable accommodations for the special needs of disabled applicants if the SFHA has been made aware of those needs.
- The SFHA will acknowledge all updated pre-applications received, in writing, to each applicant which will include a determination of eligibility, ineligibility or change in preference status.

6.5 REFUSAL TO LIST AN APPLICANT OR REMOVAL OF AN APPLICANT FOR SPECIFIC GROUNDS

The SFHA may deny listing an applicant on the waiting list, remove an applicant from the waiting list, deny or withdraw an offer of housing to an applicant pursuant to section 5.7 of the Section 8 Administrative Plan.

6.6 GROUNDS FOR DENIAL

The SFHA may deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property. In

determining whether to deny assistance, the SFHA will review criminal background checks for all adults and look at criminal activity list for the past ten (10) years. Any drug activity from 0 to 10 years old will result in automatic denial. Applicant may appeal upon denial and present mitigating evidence.

- F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.
- G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- H. Have a family member who was evicted from public housing within the last three years;
- I. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- J. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The SFHA may waive this requirement if:
 - 1. The person demonstrates to the SFHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. The person has otherwise been rehabilitated successfully as determined by the SFHA based on evidentiary supporting material; or
 - 4. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any SFHA staff or residents;
- L. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;
- M. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);

N. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).

6.7 INFORMAL REVIEW

If the SFHA determines that an applicant does not meet the criteria for receiving Section 8 assistance, the SFHA will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The SFHA will describe how to obtain the informal review. The informal review process as described in section 16.2 of the Section 8 Administrative Plan applies.

7.0 OCCUPANCY STANDARDS

The SFHA will follow an occupancy policy, which prevents overcrowding of units or under utilization of units. The following guidelines shall determine the minimum and maximum number of occupancy per unit size:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
SRO	1	1
0	1	2
1	1	4
2	2	6
3	3	8
4	4	10

Bedroom size will also be determined using the following guidelines:

- A. Household members of the same sex, regardless of age, will share a bedroom.
- B. Children of the opposite sex, both under the age of (3) will share a bedroom.
- C. A parent and child, regardless of age, may be issued a two-bedroom Voucher
- D. Live-in aides may get a separate bedroom.

The SFHA will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary. In general, valid reasons for larger BR size Vouchers should document the family's need for medical equipment that would not ordinarily be accommodated in the appropriately sized unit as a result of a disability. However, the SFHA reserves the right to review each case on an individual basis to make final determination of the need for an additional bedroom.

7.1 BRIEFING

When the SFHA selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to be certified the family is required to attend the briefing. If they cannot attend the originally scheduled briefing, they may attend a later session. Failure to attend a briefing without good cause may result in denied admission. The family will be given an opportunity to reschedule a briefing only once. All briefings will be conducted in accordance with Section 6.1 and 6.2 of the Section 8 Administrative Plan.

In addition, PBV participants shall be apprised of the likelihood that they will be issued a tenant-based Voucher after the HAP Contract expires. After 12 months of consecutive tenancy, if the tenant chooses to move, the PBV participant is eligible for continued assistance under the tenant-based Voucher program, subject to funding availability.

7.2 Selection From Waiting List

Once an owner has contacted the SFHA and informed them of the availability of a unit, the SFHA shall refer an appropriate number of applicants to the owner for suitability screening. The owner shall notify the applicants and the SFHA. in writing, of the refusal of any referred applicants. If additional referrals are needed, the SFHA shall refer additional applicants until the appropriate number of applicants have been accepted by the owner.

Accepted applicants shall be referred to the SFHA for Eligibility determination.

7.3 FAMILY CERTIFICATION

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the SFHA will issue the PBV Statement of Family Responsibility that authorizes the family to participate in the PBV Program. The Certification must state that families who do not need but occupy a unit with accessibility features will transfer to another PBV unit to make the accessible unit available to a disabled family who needs the accessible features. Failure to vacate the unit within 60 days may result in termination of the assistance for the family.

Families occupying Excepted Units must meet the requirements of any Mandatory Services Plan in place that is necessary to meet the excepted units' criteria. Failure to comply with the Mandatory Services Plan will result in termination of the family's participation in the PBV Program and ineligibility for continued assistance.

The owner shall complete a Request For Tenancy Approval and submit it to the SFHA. An inspection of the unit shall be conducted pursuant to HQS in 24 CFR 982.401.

7.4 APPROVAL TO LEASE A UNIT

The SFHA will approve a lease if all of the following conditions are met:

- A The unit is inspected by the Housing Authority and passes HQS;
- B. The family continues to meet all eligibility and screening criteria.

If tenancy approval is denied, the Housing Authority will advise the owner and the family in writing and advise them also of any actions they could take that would enable the Housing Authority to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

- D. The unit passes the Housing Authority HQS inspection;
- E. The landlord and tenant sign the lease;
- F. The Housing Authority approves the leasing of the unit.

7.5 SECURITY DEPOSIT

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

8.0 MOVES FROM ASSISTED UNITS

Participating families may not move from an assisted unit with their housing assistance during the initial term of the lease (twelve months). The assistance is tied to the unit and cannot be transported with the tenant. The PHA must issue any eligible family wishing to move with continued assistance a Section 8 Voucher from its tenant-based Voucher Program. If such assistance is not available, the family shall be given priority for the next available unrestricted tenant-based Voucher.

8.1 WHEN A FAMILY MAY MOVE

A family participating in the PBV Program may only move from the assisted unit if:

- G. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant. Continued assistance may not be available if termination is a result of tenant malfeasance; or
- H. The tenant has given notice of lease termination (in accordance with lease agreement) to the owner and SFHA. Continued Assistance would be conditional on funding availability; or
- I. Unit is overcrowded or under-occupied pursuant to 24 CFR 983.259. If a tenant is required to vacate a unit because it is the wrong size or is needed by a disabled family due to accessibility features, the family must move within 60 days of an offer of other assistance or the subsidy will be terminated. The family may not be forced to move unless they reject an alternative offer of housing.
- J. After living in the PBV unit for twelve months, provided that the family is currently in good standing and has not been terminated or skipped from their assisted unit. Continued assistance would be conditional on funding availability.

9.0 DETERMINATION OF FAMILY INCOME

9.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

Family income inclusions, deductions and exclusions as stipulated in Section 9 of the Section 8 Administrative Plan apply to the Section 8 PBV Program.

10.0 RENT AND HOUSING ASSISTANCE PAYMENT

10.1 HAP CONTRACT TERM/EXTENSION

The initial Housing Assistance Payments Contract term for the project may be for up to ten years subject to the future availability of sufficient appropriated funds under the PHA's consolidated ACC with HUD. Within one year before expiration, the PHA may agree to extend the term of the HAP contract for an additional term of five years if the PHA determines an extension is appropriate to continue providing affordable housing for low-income families. Subsequent extensions are subject to the same limitations. Any extension of the term must be on the form and subject to the conditions prescribed by HUD at the time of the extension. It is the intent of the SFHA PBV Program to renew PBV HAP Contracts for as long as the overriding need for affordable housing exists and the HAP is necessary to ensure financial viability for the property owner.

10.2 The initial rent to owner is established at the beginning of the HAP contract term. It cannot exceed the lesser of 110 % of the applicable FMR (or HUD approved Exception FMR), the reasonable rent or the rent requested by the owner.

Rents for units in which the SFHA has an identify of interest must be established by a HUD-approved independent entity. Initial rents must be established by a State Certified Appraiser to establish reasonable rents for the units and approved by HUD. In no circumstance can initial rents exceed 110% of the established Fair Market Rent or HUD approved Exception Rent.

Annual rent increases must be requested from the SFHA no less than sixty (60) days prior to the HAP Contract anniversary date in order to be effective on the Contract anniversary date. Failure to submit the request for a rent adjustment in time will result in no increase for the new contract year. Rents may be adjusted up, down or left as is, subject to funding availability.

10.3 RENT REASONABLENESS

The Housing Authority will not approve an initial rent or a rent increase for any PBV unit without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. At the time a request for a rent increase is received from the owner;
- B. If there is a 5 % or greater reduction in the FMR
- C. Upon the owner's request.

10.4 MAXIMUM SUBSIDY

Maximum project-based assistance cannot exceed 110 Percent of the established Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the SFHA and approved by HUD)

10.5 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the Section 8 Department.

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards). There is a utility allowance for Apartments and for Flats/Single Family Dwellings. A Flat shall be defined as a residence that occupies the entire floor of a multi-floor building where each floor is a separate residence, regardless of square footage.

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority may approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

The SFHA may also utilize an Energy Efficient Utility Allowance (EEUA) at the request of an owner. Prior to implementation, the Owner must comply with certifying requirements for the EEUA as defined in the Administrative Plan for the Existing Program

10.6 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

The Housing Authority pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the SFHA a late payment, agreed to in the Contract and in accordance with generally accepted practices in the City and County of San Francisco jurisdiction.

10.7 CHANGE OF OWNERSHIP

All changes in ownership for PBV units must comply with the provisions set forth in the Housing Assistance Payment Contract. All changes of ownership for PBV units must be approved by the SFHA prior to closing.

Changes of ownership executed without SFHA approval may result in HAP Contract termination.

11.0 Inspection Policies, Housing Quality Standards, and Damage Claims

The SFHA will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 PBV Program unless the HQS are met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS. At the HA's discretion, a sample of units for a particular project representing a minimum of 20 %. If 20 % or more of the sampling of units fail HQS, 100% of the units must be inspected for the property. The sampling will be selected to ensure that all units are inspected within a 5 year cycle.

The SFHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family can not be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the Housing Authority to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the SFHA will only schedule one more inspection. If the family misses two inspections, the SFHA will consider the family to have violated a Family Obligation and their assistance will be terminated. Inspections standards outlined in Section 12 of the Section 8 Administrative Plan and 24 CFR 982.401 apply to the PBV Program.

Quality Control Inspections

A representative sample, not to exceed 5 %, of PBV units shall be included in SFHA supervisory quality control HQS inspections.

PHA Owned Units

Units in which the SFHA has an Identity of Interest must be inspected by a HUD approved public or private independent entity or the unit of general local government. The independent entity must furnish a copy of each inspection report to the HUD Field Office.

11.1 VACANCY LOSS

The SFHA shall continue to provide assistance for a unit that becomes vacant for up to a maximum of 60 days after the unit becomes vacant. Such payments may only be made if the vacancy is not the fault of the owner, and the owner and the SFHA take "every reasonable action" to minimize the likelihood and extent of the vacancy. Vacancy shall be paid at a rate of 80 % of the Contract Rent after deduction of any excess tenant deposit.

If no eligible family rents a vacant unit within 120 days after the vacancy commenced, the SFHA may terminate its commitment to make any additional HAPs for the unit for the balance of the HAP Contract term.

12.0 RECERTIFICATION

12.1 ANNUAL RE-EXAMINATION

At least annually the SFHA will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The SFHA will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances. All income and assets shall be verified using third party income verification. This is defined as verification that has not been touched by the tenant/applicant. In the interest of time, once 3rd party income verification has been sent out, rent calculations will be completed once all 2nd party verification from the providing source has been secured. Once the 3rd Party Verification documentation is received in the office, staff will compare the 2nd and 3rd party verifications to see if there is the need to adjust the rent calculation. If the 3rd party verification is not returned, staff will document that an attempt was made to retrieve 3rd party documentation, by placing a copy of the 3rd party request for verification in the file and accept the 2nd party verification as adequate proof of income/asset verification.

Upon receipt of verification, the SFHA will determine the family's annual income and will calculate their family share.

Enterprise Income Verification procedures outlined in the Administrative Plan for the Existing Section 8 Program will be followed for all PBV households.

12.2 Effective Date of Rent Changes for Annual Reexaminations

The new family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30 day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

12.3 Re-examination by Mail

Where possible, the SFHA will complete the Annual Certification by mail when the family is disabled and the income is known to be only from one source.

All first time re-examinations must be completed at the SFHA's Section 8 office unless requested as a reasonable accommodation by a disabled individual.

12.4 Effective Dates of Interim Re-examinations of Rent

Income changes must be reported within 30-days. Changes that decrease the amount of rent payment made by the participant will be made effective the first of the month following the receipt of the notice to SFHA. However, this provision will not apply and no retroactive changes will be made if the notice of the change is not reported timely.

Changes that increase the amount of payment made by the tenant will be effective at the time of the annual re-examination.

If the annual re-examination is less than 30 days away the change will take effect on the first day of the second month following the date in which the change occurs.

If a family had requested a rent adjustment due to a loss of income (i.e. losing a job, going on unemployment or disability) where the rent was adjusted downward the first of the month following the receipt of written notice, and if this same family begins working again or the income is increased due to other sources (i.e. social security), the rent may be increased following a minimum 30-day written notice to the family.

For elderly/disabled families moving from TANF or unemployment, as defined in 24 CFR 5.617, to work, and whose income increases due to employment or increased earnings within six months of receiving TANF, the household will be eligible for the Earned Income Disregard benefit.

An interim re-examination will not be required if the participant requests to move to a new unit within 60 days of the last annual re-examination provided that the income verification is not more than 120 days old from the new lease effective date.

Errors made by the SFHA will not adversely effect the participant. Errors that resulted in overpayment of rent by the participant will be reimbursed to the participant. Errors by the SFHA that resulted in underpayment of rent by the tenant will not result in a retroactive payment from the tenant. The change in rent will be made effective the first of the second month following notice to the participant and owner.

As stated in the Quality Housing and Work Responsibility Act (QHWR) of 1998. Income changes resulting from welfare program requirements. 1) If a family's welfare benefits are lowered due to the family's failure to comply with program requirements the HA must not reduce the family's rent. 2) HA's are not to consider a loss of benefits due to the expiration of lifetime time limits as a failure to comply and the HA must lower the tenant's rent. 3) If the family's benefits are reduced because of fraud the HA must not lower the rent.

Families with zero income will be required to report any change in income immediately. Failure to do so may result in termination of assistance.

12.5 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the SFHA taking action to terminate the family's assistance.

12.6 Inclusionary Clause

Notwithstanding the above sections regarding re-examinations, Section 14 of the Section 8 Administrative Plan regarding termination of assistance to the family, in its entirety, shall apply to the PBV Program.

13.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE SFHA

24 CFR 983.207 applies. The Housing Authority may at any time terminate program assistance for a participant, because of any of the actions or inaction by the household:

- A. If the family violates any family obligations under the program.
- B. If a family member fails to sign and submit consent forms.
- C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-ration of assistance, or temporary deferral of assistance. If the SFHA determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.
- D. If any member of the family has ever been evicted from public housing.
- E. If the Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
- F. If any member of the family commits drug-related criminal activity, or violent criminal activity.
- G. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- H. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with any Section 8 or public housing assistance under the 1937 Act.
- I. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- J. If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to an owner by a Housing Authority. (The Housing Authority, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The Housing Authority may prescribe the terms of the agreement.)

- K. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
- L. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- M. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the SFHA to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- N. If the family is offered an alternative unit as a result of their occupancy of a unit with accessibility features or is over-housed and refuses the offer, assistance may be terminated.
- O. Any PBV family who, due to their occupancy of an excepted unit, fails to maintain their participation in a mandatory services plan may be terminated from participation in the PBV program and disqualified from receiving continued assistance.

14.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, AND INFORMAL HEARINGS FOR PARTICIPANTS

14.1 COMPLAINTS

The SFHA will investigate and respond to complaints by participant families, owners, and the general public. The SFHA may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

Informal reviews and hearings shall be conducted pursuant to Section 16 of the Section 8 Administrative Plan

15.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease is independent of the term of the HAP contract for the PBV Program. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The HAP contract may be terminated by the SFHA. Under some circumstances the contract automatically terminates.

A. Termination of the lease

1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the SFHA after the first year of the lease. The length of the notice that is required is stated in the lease (generally no more than 60 days).

2. By the owner.

- a. The owner may terminate the lease during its term and in accordance with the provisions of the Rent Ordinance for the following reasons:
 - i. Serious or repeated violations of the terms or conditions of the lease;
 - ii. Violation of Federal, State, or local law that impose obligations on the tenant in connection with the occupancy or use of the unit and its premises;
 - iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;
 - iv. Any drug-related criminal activity on or near the premises;
 - v. Other good cause. Other good cause may include, but is not limited to:
 - (1) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;

- b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
- c. The owner may only evict the tenant by instituting court action. The owner must give the SFHA a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.
- d. If the owner chooses not to renew a tenant's lease without good cause, the family will be issued a Housing Choice Voucher and the HAP contract will be reduced by one unit.

3. Termination of the Lease by mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.

B. Termination of the Contract

1. Termination of the contract by the owner

The owner may terminate the contract by refusing to renew the HAP contract after the expiration of a HAP term.

The owner may also terminate the HAP Contract if the rent for the assisted units falls below the initial HAP rent.

2. Termination of the HAP contract by the SFHA

The Housing Authority may terminate the HAP contract because:

- a. The SFHA determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.
- b. The owner has breached the contract in any of the following ways:
 - i. If the owner has violated any obligation under the PBV HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.

- ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937.
- iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.

If the owner engages in drug related activity or in violent criminal activity.

- iv. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other Federal housing program;
- v. The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 5. premises by tenants, SFHA employees or owner employees; or
 - 6. residences by neighbors;
- vi. Other conflicts of interest under Federal, State, or local law.

16.0 SFHA OWNED HOUSING

Units owned by the SFHA and not receiving subsidy under any other program are eligible housing units for the PBV Program. In order to comply with federal regulation, the SFHA will be required to request that the Regional HUD office conduct the provisions set forth pursuant to 24 CFR 983.59, 983.301 (g) and 983.303 (f).

17.0 MISCELLANEOUS

17.1 ASSISTING FAMILIES EXPERIENCING ILLEGAL DISCRIMINATION

It is the policy of the SFHA to comply fully with all federal, state and local antidiscrimination laws. The SFHA will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, age, disability, handicap, military status, source of income, marital status, presence of children in a household, or because an individual has or is suspected of having Acquired Immune Deficiency Syndrome (AIDS).

During briefing sessions, families are provided with a HUD brochure, Fair Housing- It's Your Right, and a form HUD-903, Housing Discrimination Complaint. If an applicant or participation requests assistance, the SFHA will provide help in completing this form and forwarded it to the California State HUD Office of Fair Housing and Equal Opportunity.

For complaints involving state and local laws, the SFHA will refer the applicant or participant to the appropriate state or city offices. If available, the SFHA will provide forms for filing discrimination complaints to state or city offices.

17.2 FAMILY BREAK-UPS

In the event of a family break-up by divorce or legal separation, the family shall decide who remains in the assisted unit. No further subsidy shall be provided to the departing spouse. In the event that the SFHA must determine which of the family members will continue to receive the Section 8 PBV assistance, the SFHA determination will be made based on the following priorities:

- 1 Mutual agreement of the family members. All adult family members must sign a mutual agreement form
- 2 A court stipulated determination of which household retains the assistance
- 3 The interest of minor children or of ill, elderly or disabled family members
- 4 The interest of family members who are victims of actual or threatened physical violence directed against a family member by a spouse or other member of the applicant household. Certification from the local police department, a social service agency, court of proper jurisdiction, or clergy, physician or facility that provides shelter or counseling to the victims of domestic violence will be required to verify the domestic violence
- 5 The continued use of the assistance in the current unit
- 6 Head-of-household.

7 For excepted units, the qualifying family member will be entitled to the continuation of the rental assistance. The qualifying member is defined as the household member who does not interrupt their supportive services obligations. Any excepted unit in which the elderly or disabled household member is no longer in residence, the remaining household members will not be entitled to remain in the excepted unit.

The family must notify the SFHA, in writing, within 14 days of the action causing the break-up and request a determination of the assignment of the assistance. The SFHA may schedule a meeting with the family members to discuss the assignment.

17.3 JOINT CUSTODY OF CHILDREN

Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the schoolage child as a dependent.

18.0 REPAYMENT AGREEMENTS

Section 8 PBV participants may incur debts to the SFHA as a result of failure to accurately report income and family composition, for charges due under the lease that are paid by the SFHA and, under the certificate program, payments for units vacated in violation of the lease. Section 8 landlords may also incur a liability as a result of overpayment of HAP. The SFHA may, at its sole discretion, initiate a termination action, require repayment in a lump sum or allow the debtor to execute a promissory note to repay the debt over a period of time. The SFHA will take into consideration the amounts owed and the likelihood that the debtor will repay the debt before approving a repayment plan.

18.1 PARTICIPANTS

When a debt from a participant is established, the SFHA will determine whether there are other outstanding repayment agreements. If there are and the participant is not current on all payments, the SFHA will not execute a new repayment agreement. The participant will be required to pay the debt in full in order to continue to receive assistance from the SFHA. If there are no outstanding repayment agreements or if an agreement exists, the participant is current on all payments and the participant has adequate resources, the SFHA will allow the participant to enter into a promissory note to repay the new debt. The SFHA will require repayment over a twelve month period, with an initial payment of no less than 25 percent of the amount owed and eleven additional monthly payments over the remaining period. For debts in excess of \$1,000, the SFHA will consider a repayment agreement over eighteen months, with an initial payment of no less than 25 percent of the amount owed and seventeen additional monthly payments over the remaining period. The promissory note will specify the amounts and due dates of the payments.

Participants are expected to make all payments on a timely basis unless prior arrangements are made with the SFHA due to circumstances beyond the control of the participant. Upon the failure of the participant to make a payment, the SFHA will send a reminder notice requesting payment within five calendar days. If there is no response or a second payment is missed, the SFHA may send a letter demanding full payment of the outstanding amount. If a full payment is not received, the SFHA may initiate a termination of assistance action. The SFHA may periodically employ a collection agency to collect debts from terminated participants.

18.2 APPLICANTS

Applicants who owe money to any SFHA housing program or to any other Public Housing Agency (PHAs) will be required to repay the amount in full prior to receiving PBV assistance.

18.3 OWNERS AND FAMILY DEBTS

SFHA's policies regarding the collection of debts from owners and families, specifically the assessment of debts and method of recovering monies owed to the SFHA shall be consistent with the policies and procedures set forth in section 24 of the Section 8 Administrative Plan.

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ADDENDUM TO PHA PLAN TEMPLATE Section 8 Project-Based Voucher Program

Pursuant to initial guidance published by HUD regarding the Section 8 Project-Based Voucher (PBV) Program in the January 16, 2001 Federal Register, Volume 66, Number 10, this addendum serves to declare that the San Francisco Housing Authority intends to operate and continue to operate a PBV Program as authorized by HUD and in conformity with all nondiscriminatory requirements specified in the PHA Plan regulations and further declares that the SFHA shall affirmatively further fair housing as required by these regulations.

Project-basing of units will secure a base of affordable housing that is to be maintained as affordable for an extended period of time. Historically, less than ten percent (10%) of the available vacant units are made available to families receiving Section 8 subsidies and low-income families are in jeopardy of being shut out of available housing due to rising rents and diminishing availability. Project-basing units will give low-income families an opportunity to secure housing in this restrictive market and not force them to leave the area for less appealing markets. The goals of the SFHA PBV Program are consistent with similar goals set forth by the Consolidated Plan for the City and County of San Francisco. Keeping the units as tenant-based will not provide any guarantee that the families will be able to find housing in San Francisco nor choose to keep their subsidy in San Francisco.

The following is a list of the currently assisted PBV units as well as the units anticipated to be assisted in the coming year. All future units to be considered for the PBV Program will be located within the limits of the City and County of San Francisco. Every effort will be made to assist units in Qualified Census Tracts, defined to be Census Tracts with poverty rates below 25 % unless otherwise approved by HUD.

Units Currently Under Lease

# Of Units	Address
8	416 Bay Street
13	3101 Mission Street
31	1820 Post Street
31	1 Church Street (12 designated as HOPWA)
32	165 8 th Street
10	Rich Sorro Commons (Mission Bay)
8	214 Dolores Street
15	4445 3 rd Street-
1	119 Holy Park Circle
60	Treasure Island
7	1652 Eddy
118	401-499 and 501-599 Bay Street -North Beach
18	172 6 th Street-Dudley Hotel

71	15 Polk Street-Leland Senior Community
61	1594 Market Street-Derek Silva Community
24	522,550,552 Carter & 105 Walbridge-Carter Terrace
26	141-145 Eddy Street-West Hotel
44	34 Turk Street-Dalt Hotel
24	Folsom/Dore Apartments
7	421 Turk Street
88	4 th and Berry Street-Mission Bay Senior
16	145 Taylor Street
60	Valencia Gardens
20	190 Broadway-Broadway Family Apartments
793 Units	

Units In Development

# Of Units	<u>Address</u>
22	Treasure Island
38	Bayanihan House – Existing PBV
02	Connecticut Street Court Apts
62 Units	

The San Francisco Housing Authority intends to fully utilize its maximum allowable allocation of units for the PBV Program as defined by twenty percent (20%) of its budget authority for the SFHA's Housing Choice Voucher Program. Effective June 3, 2008, the SFHA Voucher budget authority was \$115,253,367.00. Therefore it is anticipated that the SFHA intends to project-base approximately \$23.05 million dollars in budget authority. This amount is anticipated to assist approximately 1,658 units, including those units currently under AHAP or HAP.

Moreover, an additional 40 units are in the process of being committed for assistance under the PBV Existing Program that were advertised during FY2003. They are all within the City and County of San Francisco.

In addition, recent outreach for projects interested in Project-Based assistance has resulted in another 400 units of PBV assistance potentially being committed upon completion of application reviews.

San Francisco Housing Authority Section 8 Home-Ownership Program Capacity Statement

The San Francisco Housing Authority shall operate a Section 8 Homeownership Program with various requirements including but not limited to:

- 1. Participating families must be current participants of the Family Self-Sufficiency Program or successful graduates. (Requirement does not apply to Elderly or Disabled Households)
- 2. Each family will be required to contribute at least 1% of the purchase price of the home, with at least 50% of the downpayment coming from the family's personal resources. The family's resources may include funds from the family's FSS escrow account, as outlined in the SFHA Administrative Plan for the Section 8 Program, Section 21.

In addition, loans secured by the family and approved by the SFHA must be insured or guaranteed by the state or federal government. These loans must comply with secondary mortgage underwriting requirements, and/or comply with accepted private sector underwriting standards, as listed in Section 21.15 – of the SFHA's Section 8 Administrative Plan.

Due to the high cost of homes in the city and county of San Francisco, many families will not be able to take advantage of the homeownership opportunity. Therefore, the SFHA is collaborating with the local San Francisco Redevelopment Agency and Mayor's Office of Housing and Community Development to identify Below Market Interest Rate (BMIR) homeownership funding sources and develop homeownership opportunities such as utilizing the Habitat for Humanity Program to develop affordable homes.

The SFHA has identified possible sources of funding (FSS Coordinator), as approved by HUD, to hire additional staff to successfully develop, operate and maintain the homeownership program.

The SFHA shall initially operate a Homeownership Program of fifty-one to one hundred households, and shall increase the program size at its sole discretion. The program size shall not exceed five percent of the SFHA's total tenant-based Housing Choice Vouchers.

SAN FRANCISCO HOUSING AUTHORITY



SECTION 8 MODERATE REHABILITATION PROGRAM ADMINISTRATIVE PLAN

440 Turk Street San Francisco, CA 94102

Revised: 06/03/08

I. Statement of Overall Approach and Objectives in Administering the Moderate Rehabilitation Program.

A. Objective:

- 1. To promote freedom of housing choice and neighborhood de-concentration of minority groups and lower-income families living in San Francisco.
- 2. To provide improved living conditions for families while maintaining their housing costs at an affordable level.
- 3. To provide moderate rehabilitation dwelling units which are basically sound units, but which need repair or replacement of components to bring them to modern code and/or livable standards.

In order to accomplish these goals, the San Francisco Housing Authority (SFHA) will give its highest priority in selecting units for the Mod. Rehab. Program to those projects located in non-impacted areas. Owner outreach activities will be adjusted if a substantial number of the proposals received are for units in areas of high concentration. All local mechanical, plumbing electrical and other applicable local codes will be adhered to for rehabilitation work to be performed.

B. Administration:

To administrate its program, the SFHA will contract with the Mayor's Office of Housing (MOH) to assist on an as needed basis with the preliminary and final feasibility, studies, rehab cost analysis, supervision of the rehabilitation process and Davis-Bacon monitoring. The intent is to create a dual agency effort in which the SFHA will be the lead agency in administrating the program. However, the SFHA will maintain sole responsibility for project selection. The SFHA and the MOH have current staff who are knowledgeable about the major element of the Moderate Rehabilitation Program (MRP).

C. Program Organizing and Staffing.

In administering the Mod Rehab program, the SFHA and MOH will complete all required rehab activities, including inspections, work write-ups, cost estimates, feasibility analysis, and supervision of the rehabilitation process. The SFHA will conduct owner outreach and be responsible for selection of proposals.

The SFHA/MOH possess sufficient rehab. capability to carry out the rehab-related Staff members who will be responsible for the functions of the program. implementation of the program include the Administrator of Leased Housing Division, the Special Programs Manager for the SFHA; the Housing Rehabilitation Manager, Housing Construction Supervisor, Housing Rehabilitation Coordinator, Housing Rehabilitation Specialist, and Special Projects Coordinator for MOH. In addition, other staff in the areas of Application, Section 8 and Finance will be involved as appropriate and required and assigned.

The Administrator of Leased Housing Division (ALHD) will be responsible for promotion and direction of the Mod. Rehab. program, including outreach and marketing to developers, owners, and potential lenders (where appropriate). The Special Programs Manager (SPM) will be responsible for coordinating internal aspects of the program; recommending owner proposals for approval for general monitoring of all program aspects, including rehab work schedules, and compliance with leasing, temporary relocation, and all other aspects of the program. The ALHD will approve and execute agreements and HAP contracts.

The ALHD will review and approve all proposed work write-up and cost estimates prepared by the <u>MOH</u>, monitor the quality of rehab. work and periodic and final inspections through inspections and review of progress reports from the SPM and meet with the developer and /or contractor or their representatives to review progress, discuss proposed change orders, resolve problems, etc.

The SPM will provide these services: Review and rank owner proposals and make recommendations to the ALHD to ensure that temporary relocation, if required, is carried out in compliance with HUD regulations and the relocation plan; review approved applications; oversee performance of all H.A.P. management functions including liaison with the property managers, coordination of filling vacancies by referring applicants to managers, re-determination of eligibility and rent, etc.

The SPM/MOH will perform or direct the performance of the necessary financial determinations concerning project feasibility, initial and contract rents to owners, and related financial functions. SPM will submit required funding requisitions and reports to HUD, carry out assigned responsibilities and duties in enforcement of the Davis-Bacon wage rate determinations as applicable, and perform the normal Section 8 functions relating to payments to owners, etc.

The SPM/MOH will provide initial unit inspections; perform or review work write-ups (where appropriate and assigned), and prepare cost estimates for units in proposals which have been accepted for approval. Will perform ongoing periodic

inspections during the rehab process, and will coordinate related functions with the ALHD or his/her assigned staff members.

D. Training.

The SFHA will provide current training to all employees in the Mod. Rehab. program by making available to them training provided by HUD, through NAHRO or other public-interest groups, or commercial training organizations who offer such programs.

II Plans for Administration of the Moderate Rehabilitation Program.

A. Owner Participation.

- 1. Solicitation of Proposals. Promptly after receiving an executed Annual Contributions Contract providing funds for the Moderate Rehabilitation program, the SFHA shall make known to the public, through advertising in a newspaper of general circulation in the community, to wit, the SF Chronicle or Examiner as well as through minority media and other suitable means, the availability and nature of the program. Specifically, we will mail out notification of such funding availability to SFHA's list of property owners and non-profit organizations. The ad shall inform owners where they may apply for the program, and that applications must be in accordance with HUD guidelines for fair housing. Advertisements shall include the HUD equal housing opportunity logotype, statement and slogan. The advertisement will be published twice per week for three (3) consecutive weeks and the application period will be for thirty (30) days from the last day of publication.
- 2. <u>Proposal Format and Contents.</u> The SFHA will develop and use a proposal format for owners wishing to apply for participation in the program. Such format shall include, at a minimum, the following information:
 - a. Owner and building identification, including a statement of the owner's ownership or interest in the property.
 - b. Number and bedroom size of units to be rehabilitation work.
 - c. Rent history by bedroom size.
 - d. Extent and scope of proposed rehabilitation work.
 - e. Tenant information (including, if possible, average income by family): opinion of the owner as to necessity for permanent displacement or temporary relocation of tenants during rehabilitation.
 - f. Prior participation by owner in HUD programs.
 - g. Owner's qualifications for management, or if a proposal is made for management by a separate management entity, a statement of the qualifications and experience of such entity in managing HUD rehabilitation or other HUD supported housing programs.

- 3. Review and Screening of Owner's Proposals. Proposals may be submitted to the SFHA office by mail or in person. The SPM will review all applications for completeness and compliance with program requirements. All proposals which are incomplete, which do not meet program objectives, or which are for areas or buildings which are overcrowded will be rejected at this review. The criteria for determining overcrowded units will be the Section 8 existing housing occupancy standards.
 - a. The Authority will adhere to the site selection requirements as outlined in section 882.404 of the Federal regulations pertaining to Mod. Rehab.
 - b. Proposals which indicate that present rents are at or above the Fair Market Rents (FMRs) for Moderate Rehab. or proposals which clearly indicate that the proposed rehab is inadequate or infeasible, will also be rejected.
 - c. Owners whose proposals are rejected at this stage will be notified of the reasons for rejection. The notice will specify that the owner may submit additional information to the SFHA in support of his/her application within ten (10) calendar days. All proposals which meet the basic selection criteria will be scheduled for the initial inspection by the SPM.

B. Processing of Applications.

For all proposals selected for further processing, the following shall be required:

- 1. <u>Inspection.</u> The SFHA/MOH staff shall inspect the property. A determination shall be made by staff as to specific work items which need to be accomplished to bring the units to be assisted up to the HUD Housing Quality Standards as may be required at the time of such inspection (Ref. CFR 882.109 and 882.110, as well as section 882.404, or other standards which may be applicable). The inspection shall also determine what work shall be required to repair or replace major building systems or components which are found to be in danger of failing.
 - a. The initial inspection shall be scheduled so that the owner (and residents where practicable) can be present. Owner participation in the inspection will allow the owner to specify the nature and extent of the planned rehab he/she wishes to perform, and will provide an opportunity for the SFHA Rehab. representative to discuss specific problems with the owner, in order to better determine the repairs and/or replacements needed. Residents will also be given an opportunity to state their concerns about maintenance and repair.

- b. Although the owner and residents will be asked to indicate their desire for repairs, the Special Programs Manager will make the final decisions regarding repairs to be made under the program, in accordance with HUD criteria applicable to moderate rehabilitation. If the owner does not agree with the assessment of the scope or nature of required work, he/she may appeal the decision of the Special Programs Manager to the Administrator of Leased Housing Division.
- c. The results of all inspections will be recorded on the appropriate inspection summary form.
- d. Quality of inspection work at this state will be ensured through monitoring and technical assistance provided by the MRP Manager.
- e. The MOH will prepare a preliminary cost estimate detailing each eligible repair or replacement item and activity and its approximate cost. This estimate will include all eligible rehab. work, all energy-conserving improvements, and any additional work required to make the units accessible to the handicapped. These cost estimates will be reviewed and approved by the SFHA for use in the preliminary feasibility analysis.
- 2. Preliminary Feasibility Analysis. A rough cost estimate and cash flow analysis of the property following rehabilitation shall be made by the owner and MRP Manager. The following shall be included in this process:
 - a. A determination of the necessity for any permanent displacement and/or temporary relocation and a preliminary estimate of the cost of any temporary relocation.
 - b. An analysis of additional energy conserving improvements which may be cost effective and which may be accomplished within the Fair Market Rent limitations of the program. (The owner shall be required to provide energy conserving improvements in accordance with provision of CFR 882.404).
 - c. A preliminary estimate of the gross rents, based upon the estimates of rehab work, temporary relocation costs, and energy conserving improvements costs.
 - d. A determination of the monthly amortization amount for the estimated loan.

- e. Establishment of a base rent using the average rent data contained in the proposal.
- f. Calculation of the gross rent for rehabilitated units by adding the base rent, loan amortization amount, and an allowance for any resident-paid utilities.
- g. A comparison of the estimated gross rent with the FMR rents for Mod. Rehab. and a determination of feasibility.

The MRP Manager will schedule a meeting with the owner, at which time the owner will be informed of the proposed base rent for the units. If the owner maintains that the proposed base rent is too low to permit adequate management and maintenance of the unit, he/she will be invited to submit expense date to support his/her claim. This date will then be analyzed and compared with the SFHA's knowledge of average management and maintenance expenses for similar units in the locality.

Following analysis, a revised base rent will be calculated if appropriate and supported by the additional date submitted.

The gross rent will be calculated by adding the monthly loan amortization amount and the allowance for residence-paid utilities to the new base rent. A final determination of feasibility based on the resulting gross rent will then be made.

3. Selection of Proposals. If the owner accepts the base rents established in the preliminary feasibility analysis, the MRP Manager will examine the owners' ability to carry out the rehab work in a timely and competent manner. This analysis will include a review of any previous participation by the owner in other HUD SFHA or local programs.

All proposals determined to be feasible, after review by the Administrator of Leased Housing Division and the MRP Manager will be ranked according to an evaluation system which will take into account the following factors (see the Proposal Ranking checklist attached hereto):

a. The single most important factor will be the neighborhood in which the proposed project is located with highest number of points awarded for units located in areas which do not show a minority and/or lowerincome concentration, to wit, the Richmond, Sunset, and Diamond Heights Districts. There will be equal weight given to areas targeted by the city for revitalization, to wit, Chinatown, North Beach, North and South of Market, Western Addition, Hayes Valley, Inner Mission,

- Potrero Hill, Bernal Heights, Bayview/Hunter's Point, Visitation Valley, and Oceanview/Merced Heights/Ingleside.
- b. The second most important factor will be the number of units at one location in one or more structures, with the highest points being awarded for the lowest number of units.
- c. The third factor will be the need for temporary relocation with the higher number of points being awarded for proposals with relocation on site, and the highest number for proposals not requiring any temporary relocation.
- d. The fourth factor will be the financing commitment with higher points for a tentative commitment and the highest number to be awarded for a firm commitment.
- e. The fifth factor will be the experience of the owner/developer in completing and managing other projects with highest points given to owners demonstrating both rehabilitation <u>and</u> management experience.
- f. The last factor will be the amount of rehab to be accomplished, with the highest points being awarded for each higher level of rehab per dwelling unit. In the case of ties, the selection will be based on this factor.

In the selection process, the following policies shall apply:

- a. No proposal found infeasible by the SFHA in the preliminary feasibility analysis may be approved unless the owner can demonstrate that the allowable rent will be sufficient to rehabilitate, manage and maintain the units adequately.
- b. If it is determined during the preliminary feasibility analysis that the work necessary to bring units to the HQS required by HUD, or to repair or replace major systems, is not sufficient to meet the \$3,000 per unit minimum amount of rehabilitation, such unit(s) may not be assisted under the program.
- c. If any units do not qualify as set forth in (ii) above, but the owner is proposing to include work to make the units accessible to a handicapped or disabled person, and such additional work would bring the total cost per unit to at least \$3,000, then the SFHA may approve such units not to exceed five (5) percent of the units under the program, provided that such units are required to meet the requirements of 24 (CFR Part 8, which implements section 504 of the

Rehabilitation Act of 1973. (Such rehab work must make a unit barrier-free with respect to the handicap or disability of the individual in residence or expected to be in residence).

- d. Prior to approval of any units owned by a State or unit of general local government, the SFHA must contact HUD and request HUD review of the site. The SFHA may not enter into an agreement on any such units until HUD approval of the site is obtained, and the State or unit of general local government has sold the units to another owner.
- e. When the SFHA has selected the proposal or proposals which it plans to approve, all owners will be notified specifying the following:
 - 1. Whether the proposal was rejected or approved.
 - 2. If the proposal was rejected, the reason(s) for rejection, and the owner's right to appeal to the SFHA the basis for rejection.
 - 3. The tentative number of units to be assisted.
 - 4. The owner must request all tenants residing in units tentatively selected for participation in the program to contact the SFHA in order to submit an application for assistance under the mod rehab program.
- f. Although it is not expected that any of the units will be located in historic districts, wetlands, or floodlands, the MRP Manager will contact the local planning agency as part of the process of proposal selection. This approach will ensure adequate monitoring of Federal historic preservation, floodplain management, and protection of wetlands requirements. Final approval for proposals recommended shall be taken by action of the Board of Commissioners whose actions shall be governed by the provisions of the Administrative Plan and all related applicable regulations, policies and requirements of the Department of Housing and Urban Development.
- 4. Notifications to Owners. Owners whose proposals are selected will be sent notices from the ALHD stating that they have been selected, subject to compliance with applicable program policies, and indicating the tentative number of units to be assisted. The notice shall include the base rent agreed upon during the preliminary feasibility process, and shall give the owner a maximum of sixty (60) days to complete the following:
 - a. Coordinate the preparation of work write-ups and cost estimates with the MRP Manager.

- b. Obtain a financing commitment.
- c. Select a contractor.
- d. Prepare an acceptance lease form.
- e. Cooperate in the performance of the final feasibility analysis.

In addition, the notice will specify the duties, responsibilities, and the timing of actions related to proper and adequate notification of existing residents concerning the mod rehab work, and particularly the rights of residents in regard to any required temporary relocation, benefits, and services to be provided in relation to such actions, all in accord with HUD requirements.

The notice will state that following completion of these activities and contingent upon resident eligibility and a positive final feasibility analysis, the SFHA will execute an Agreement to Enter into a HAP Contract.

- 5. Selection of Units. The SFHA will take applications and determine the eligibility for all tenants residing in approved units who wish to apply or the program. Applications will be taken by Leased Housing Division staff, preferably at the site of the proposed mod rehab work, or at scheduled time in the SFHA offices. After eligibility of all tenants has been determined, the owner will be informed of any adjustments in the number of units to be assisted. In order to make the most efficient use of housing assistance funds, an agreement may not be entered into covering any units occupied by a family which is not eligible to receive housing assistance payments. The number of units approved by the SFHA for a particular proposal will, therefore, be adjusted to exclude any unit determined by the SFHA to be occupied by a family not eligible to receive housing assistance payments. Eligible families must be briefed at this stage as to their rights and responsibilities under the program.
- 6. Work Write-ups and Cost Estimates. Upon owner acceptance of the revised number of units to be assisted, the assessment by the SFHA of the work that must be accomplished, and the preliminary feasibility of the proposal, the owner shall then prepare, with the assistance of the SFHA where necessary, detailed work write-ups, including plans and specifications (where necessary) so that a comprehensive and detailed cost estimate may be prepared.

The work write-ups shall describe how the deficiencies are to be corrected, including acceptable levels of workmanship and material. From this write-up, the owner must prepare a cost estimate, subject to review and acceptance by the SFHA, for the accomplishment of all items specified and mutually agreed upon by the owner and the SFHA.

As a part of this process, the owner/manager will schedule a work write-ups inspection with residents. Immediately following such inspection, the MRP

Manager will complete his/her estimate of the work to be undertaken. The inspection forms, work write-ups and estimates will be used to assess the write-ups and cost estimates prepared by the owner.

7. Selection of Contractor. The owner is responsible for selecting a competent contractor, unless he proposes to perform the work his/herself. Any proposed contractor shall be subject to review and approval by the MRP Manager, shall be licensed by the State of California in a category appropriate to the scope and level of work to be performed, and shall have a current business license issued by the City and County of San Francisco.

Owner shall give every consideration to minority-owned general and subcontractors. Each proposed contractor shall submit a statement of qualifications, showing similar types of work which he/she has previously undertaken and which have been successfully completed and accepted. Owners will not be permitted to undertake work unless they are licensed and can demonstrate, on the basis of previous experience, their ability to perform the specified work items.

8. Final Feasibility Analysis. The MRP Manager shall calculate mod rehab gross rents utilizing the proposed contract amount from the selected bid, the base rent agreed upon during the preliminary feasibility process, the appropriate allowance for resident-paid utilities, the estimated cost of temporary relocation (if any), and taking into account the term and rate of the owner's anticipated financing and an over-all project contingency of five (5) to ten (10) percent. HUD regulations for establishing the loan period shall be followed.

Based on this analysis, the MRP Manager will make a final determination of feasibility under the Fair Market Rent limits and regulations. For proposals which are found to be infeasible, the MRP Manager, with the assistance of the Administrator of Leased Housing Division, will evaluate whether the proposal would meet feasibility criteria if work items are modified and/or the contractor's price reduced. If the possibility of modification exists, the owner will be given the opportunity to make those changes which would bring the proposal within the appropriate rent limits. Proposals determined to be infeasible at this point will be rejected, and the owners sent notifications of that rejection in accordance with the Notification to owners section of this plan.

Owners whose proposals are found to be feasible will be notified of that fact and will be advised that, subject to securing of financing and the approval of a lease form, the SFHA will execute an Agreement with them in order of priority. The letter will indicate that the full resources of the Authority are available to assist the owner in requesting and obtaining financing. The Addendum to the Lease and a suggested lease form will be provided to each owner with the notification.

9. Financing.

- a. Sources of Financing. Owners will be informed of financing options at various points during the mod rehab process. It is anticipated that larger and more sophisticated owners will use FHA or other types of mortgage insurance plans, and that smaller owners will tend to use conventional lending instructions. It is also anticipated that some owners will be willing and able to invest their own funds in rental units in order to bring them into compliance with the housing quality standards.
- b. Outreach to Lenders. The SFHA will explain to representatives of lending institutions how the program works with special emphasis on the long-term commitment of the Section 8 subsidy, and the fact the Owner's Agreement to Enter into HAP Contract and/or the HAP Contract itself can be used as security for a loan.

C. Program Responsibilities - SFHA and Owner.

- 1. Relocation. The SFHA shall ensure that the relocation requirements are met in accordance with provisions of CFR 24-882.406, and CFR 49 Part 24. The owner shall be or become totally familiar with all applicable policies and regulations, and shall carry out those for which he is responsible. At a minimum, the following shall be applicable:
- 2. Permanent Displacement Families should be notified of the relocation program.
 - a. The relocation program should:
 - 1. Inform the family they may be displaced and generally describe the relocation payment they may be eligible for, conditions of eligibility, and procedures for obtaining payment.
 - 2. Inform the family they will be given reasonable relocation advisory services, including help in filing claims, and other necessary assistance to help the family successfully relocate.
 - 3. Inform the family they will not be required to move without at least 90 days advance written notice and they cannot be required to move permanently unless at least one comparable replacement dwelling has been made available.

- 4. Describe the right to appeal the determination as to application for assistance for which they may be eligible.
- b. The SFHA will promptly notify all families in writing of their eligibility for applicable relocation assistance.
- c. No lawful occupant will be required to move unless at least 90 days advance written notice has been given by the owner. This notice may be sent 90 days before the family is to be displaced or earlier. The notice should state a specific date or state another notice at least 30 days in advance will be sent. It must also state the family will not have to move earlier than 90 days after a comparable replacement dwelling has been made available. A family may be required to move on less than 90 days notice if occupancy would constitute a substantial danger to health or safety (See 49 CFR Part 24.203).
- d. No displaced family will be required to move unless at least one comparable replacement dwelling has been made available to the family. When possible, three or more comparable replacement dwellings shall be made available. In special circumstances, a waiver of this policy may be granted. (See 49 CFR Part 24.204).
- e. Any claim for relocation payments shall be supported by evidence of such expenses and must be filed within 18 months after displacement. Advance payments may be issued if the family demonstrates a need in order to avoid a hardship. (See 49 CFR Part 24.207).
- f. Any displaced family is entitled to reasonable and necessary actual moving and related expenses or, as an alternative, and expense and dislocation allowance according to the schedule approved by the Federal Highway Administration. (See 49 CFR Part 24.301 and 49 CFR Part 24.302).
- g. A family displaced from a dwelling is entitled to a rental assistance payment not to exceed 42 times the difference between the base rent for the displacement unit and the lesser of: a) monthly rent and estimated utility cost for a comparable replacement dwelling, or b) monthly rent and estimated utility cost of replacement unit actually occupied by the displaced family. A rental assistance payment may be disbursed in a lump sum or in installments.
- h. A family displaced who purchases a replacement dwelling is entitled to a downpayment assistance payment in an amount the family would receive under (7) above. A downpayment assistance payment must be

- applied to the purchase price of the replacement dwelling. (See 49 CFR Part 24.402)
- i. Before a replacement housing payment is made, an inspection of the replacement dwelling, to determine it decent, safe, and sanitary, will be done.
- j. Such relocation requirements for permanent displacement do not apply to families who lease a unit after the owner has submitted a proposal to the SFHA provided notice of the impending displacement prior to occupancy by such family. Further, these requirements are not applicable to families whose tenancy is terminated for good cause; for this purpose, "good cause" does not include expiration of the lease term, or termination solely because an owner intends to participate in the mod rehab program.
- k. Comparable replacement housing is defined as a dwelling that is functionally equivalent to the displacement dwelling. It must perform the same function, provide the same utility, and be capable of contributing to a comparable style of living as the displacement dwelling.
- 3. Temporary Relocation Families not considered displaced persons are families required to relocate temporarily in connection with the project. The temporarily occupied housing must be decent, safe, and sanitary and the family must be reimbursed for all reasonable out-of-pocket expenses incurred including moving expenses and increased housing costs during the temporary relocation.
 - a. The owner shall be responsible for all temporary relocation costs. The SFHA will provide assistance to affected families in the selection of suitable temporary quarters, and will monitor the adequacy of the owner's reimbursement of reasonable out-of-pocket expenses and increased housing costs. In no case will temporary relocation be approved for periods longer than twelve (12) months.
 - b. While relocation costs associated with <u>permanent</u> displacement or with temporary relocation of ineligible families cannot be amortized through the contract rents, cost for <u>temporary</u> relocation of eligible families can be so amortized.
- 4. Relocation Records. The owner and the Authority, as applicable and as mutually agreed upon in advance of performance of the relocation function, shall maintain the following type of information:

- a. Identification of: person; displacement property; racial/ethnic group classification; age and sex of members of household; relocation needs and preferences; monthly rent and applicable utility cost, if family rents replacement home.
- b. Evidence that person received timely statement describing available relocation payments and basic eligibility conditions; available advisory services; and person's rights to comparable relocation housing.
- c. Evidence that person received timely written notice informing tenants of eligibility for relocation assistance and related information (e.g., identification of comparable replacement dwellings and their costs).
- d. Evidence and dates of personal contracts; a description of services provided.
- e. Identification of referrals_ to relocation properties; date of referral rent and utility costs, date of availability, reason(s) person declined referral.
- f. Identification of: actual relocation property, rent and utility costs; date of relocation.
- g. Replacement dwelling inspection report; date of inspection.
- h. Copy of each approved relocation claim form: evidence that person received payment.
- i. Copy of any appeal or complaint filed and SFHA's response/action based on such appeal or complaint.
- 5. The Lease. It is expected that most owners will not have an acceptable lease form, or no form at all. The SFHA will provide to all selected owners a lease form which meets HUD requirements, including the mod rehab provisions regarding terminations. Each owner will have the option of utilizing the SFHA lease form or submitting his current lease for approval by the Administrator of Leased Housing Division. Should his current lease meet the requirements of the program, the HUD Addendum to Lease will be attached.
- D. Execution of Agreement and Rehabilitation.
 - Execution of Agreement. After the owner has obtained lease approval, and has secured a firm financial commitment (in addition to fulfilling any other conditions imposed in the Final Feasibility Notice), the Administrator of Leased Housing Division will execute an Agreement to Enter into a HAP Contract with said owner. An ideal time to execute the Agreement would be

just after the Pre-construction Conference, if possible. However, a subsequent meeting for that purpose can be scheduled by the Administrator of Leased Housing Division if necessary.

In either case, the Administrator of Leased Housing Division will complete the Agreement, including the starting date for the rehab work and the deadline for completion, and will review with the owner the responsibilities of all parties under the agreement, and will emphasize the importance of timely and correct completion of the work. The owner and the SFHA will then execute the Agreement.

2. Bid and Award Procedures. Owners will be required to solicit at least three bids from qualified contractors for completion of the approved rehab work items. In the event that fewer than three bids are received, or that none of those received are within ten (10) percent of the cost estimate, the MRP Manager shall require that the work be re-bid. Owners who are doing some of all of the work items themselves will not be exempt from this requirement. Written bids, accurately describing the work to be completed and the cost of that work, will be required from all contractors. In all cases, written bids must be examined and approved by the MRP Manager before an Agreement to Enter into a HAP contract is executed.

Owners will be expected to select the lowest responsible bidder; however, latitude to select the best bid, even if it is not the lowest will be allowed, with the prior written consent of the SFHA.

3. Pre-Construction Conference. The Administrator of Leased Housing Division and the MRP Manager will conduct a pre-construction conference with the owner and the contractor prior to execution of the Agreement. The process by which the work will be inspected will be reviewed, and deadlines for completion will be established. Procedures for requesting approval for changes to the contract and/or work write-ups will be carefully explained. Written materials describing any procedures not specified in the contract will be provided to the owner and the contractor.

In addition to general discussion, the following specifics will be included in the conference:

- a. For work involving Davis-Bacon wages, the SFHA will provide copies of applicable wage determinations, and will explain payroll certification and related requirements and procedures, including field checks on wage rates paid to employees.
- b. All legal requirements including applicable licensing, permits and building and safety inspections will be discussed.

c. Emphasis will be placed on the effect of the rehab work on residents, and the necessity for measures which will be taken by the owner and the contractor to minimize disruption of residents normal and routine occupancy during rehab. If temporary relocation is required, the owner will be required to contact the residents of the necessity for temporary relocation, and of the rights of residents in connection with such relocation. The MRP Manager shall also exercise the Authority's responsibilities to monitor the relocation process to ensure that the owner complies with HUD's relocation requirements in full.

4. Inspection of the Work and Monitoring of Program Requirements.

- a. Prompt completion of work, compliance with labor standards and Davis-Bacon wage rates (where applicable) and adherence to good construction practices will be monitored through periodic inspections, review of documents, and other efforts, including the following:
- b. The inspection process will incorporate both phased inspection involving specified sign-off points established during the preconstruction conference, as well as spot inspections occurring at least weekly. In addition to these inspections, the MRP Manager will periodically visit the site to check the quality and progress of the rehab work. If problems exist that cannot be handled by the MRP Manager, they will be referred to the Administrator of Leased Housing Division.
- c. Projects requiring conformance with Federal Labor standards and Davis-Bacon wage rates will require that the SFHA take appropriate actions as required by Federal regulations to determine if wages and working conditions are consistent with all applicable Federal requirements.
- d. Throughout the rehab period for each unit, the MRP Manager will make a report to the Administrator of Leased Housing Division following each filed progress of the rehab work and will include comments concerning any problems and possible causes of delay. These reports will be retained in SFHA's files for review by HUD or other Federal representatives.

5. Changes in Work or the Contract Amount

Contractors will be required to request and obtain the SFHA's approval in writing for any substantive change in the work specified in the Agreement which would (1) alter the design or the quality of the required rehab work, or (2) increase the contract amount. Generally change orders will <u>not</u> be

approved unless the cause of the proposed change is beyond the control of the contractor, or the change is in the best interest of the project. Where appropriate, the contract amount and the proposed contract rent may be reduced. The MRP Manager will be responsible for monitoring the use of the contract contingency amount in order to ensure that it is not exceeded as a result of issuance of change orders.

6. Rehabilitation Work in Relation to Rents.

Every effort will be made to avoid the necessity of requesting an increase in rents in excess of approval Fair Market Rents for Mod rehab which might result from inclusion of unanticipated work. Careful initial inspections will help to avoid such extra work. When unanticipated work is required and cannot be completed without anticipation of a rent increase which would result in a rent level above that which the SFHA can approve, the MRP Manager will make a recommendation to the Administrator of Leased Housing Division concerning such work and its anticipated cost.

E. Completion of Rehabilitation.

- 1. Scheduling the Final Inspection. Owners will be required to contact the MRP Manager at least two weeks prior to the completion of the mod rehab work. In addition, the MRP Manager will monitor the progress of the work to project a reasonable completion date. When notification is received from the owner that the work is about to be completed, the MRP Manager will schedule a final inspection with the owner, based on the estimated completion date. He will also remind the owner of the documents he will need to submit before the unit is accepted.
- 2. Completing the Final Inspection. The final inspection will be completed by the MRP Manager in the company of the owner and the contractor. All work items required by the Agreement will be inspected, and a determination made regarding compliance with the Housing Quality Standards and with program rehab standards. The owner and contractor will be advised of any deficiencies, which will be discussed and agreed upon immediately after the inspection.
 - a. A written copy of a punch list, detailing all deficient work items and a schedule for their completion or correction, and listing the amount which must be withheld pending completion, will be provided to the owner and contractor. For minor deficiencies or items which are incomplete, the MRP Manager will work with the Administrator of Leased Housing Division to determine whether the work can be corrected, and whether proposed contract rents should be reduced due to the deficiency in the work.

- b. It is anticipated that owner/contractor disputes can be resolved while the work is in progress; payment of contractor draws will be based on certification of acceptable completion of the rehab work conveyed by each draw. The MRP Manager in the course of his/her routine inspection of the work, will review each unit only for housing quality compliance, and to determine that the work meets plans and specifications. No SFHA nor mod staff will become involved in disagreements between the owner and the contractor, either during or upon completion of the work.
- 3. Escrow Funds. In the event there are items of delayed completion at the time the unit is accepted, the SFHA will require that an escrow fund be established by the owner in an amount sufficient to assure the completion of these items. In addition, a written agreement specifying the items to be completed, the time frame for completion, and the amount of funds to be withheld will be required as an exhibit to the contract. IN the event the items are not completed within the time frame established, the SFHA may terminate the contract.
- 4. Acceptance of the Unit._ Units which pass final inspection with only minor deficiencies will be accepted at the time of final inspection, subject to correction of such deficiencies as specified by the SFHA. The MRP Manager will schedule a date to re-inspect any work remaining to be completed or corrected. Units with other than minor deficiencies will not be accepted until such deficiencies are corrected to the satisfaction of the Administrator of Leased Housing Division. Resolution of such problems is the sole responsibility of the owner.

Not later than the time of final acceptance of a unit, the owner will be required to submit all local permits and approvals as required as evidence of completion and the Actual cost and Rehabilitation Loan Certifications, on the form provided.

5. Preparation of the HAP Contract. The Administrator of Leased Housing Division will review other owner certifications immediately following the final inspection and will compare the Actual Cost and Rehabilitation Loan Certification with the Final Feasibility Analysis and approved change orders, if any. Contract rents will be recalculated if rents specified in the Agreement are to be adjusted, pursuant to provision of section 882.408. If the HAP contract is being signed with unresolved minor deficiencies, an agreement describing the remaining work items, their cost, and the date by which they will be completed must be executed and attached to the HAP contract.

As soon as the Administrator of Leased Housing Division is satisfied that units are acceptable, the appropriate HAP contract will be prepared for the

owner's signature. At the time of execution, the owner will be told when housing assistance payments will be made, and the MRP Manager will answer any questions the owner may have regarding the manager phase of the program.

III Outreach to lower-income Families

- **A.** Paid advertising: Advertisements will be placed in the San Francisco Chronicle Examiner, and in newspapers serving minority populations such as the Sun Reporter and publications printed in foreign languages, specifically, Spanish, Vietnamese, Russian and Chinese.
- **B.** Press releases: Press releases announcing the opportunity to apply for the housing programs will be sent to all the newspapers listed above. In addition, attempts will be made to place feature stories on radio and television programs.
- **C.** Brochures: Applicant brochures will be made available in English, Spanish and Chinese languages, and will be sent to all interested parties.
- **D.** Community contacts: The agency employs a Director of Public information and the Leased Housing Department has an Administrator and a Liaison Officer to represent the agency at meetings of landlords and tenants. There is also a Special Programs Manager in the Leased Housing Department who handles the advertising and dissemination of information for specific programs such as the Moderate Rehabilitation Program and the Section 8 Aftercare Program.
- **E.** Groups less likely to apply: Our locality networks extremely well and there is not a specific group less likely to apply for the programs.
- **F.** The agency will continue contact with Chinese, Vietnamese, Hispanic, Russian, and Black communities, as well as agencies that serve disabled populations.
- IV Promoting Greater Housing Opportunities for Families Outside Areas of Lowand Minority Concentration income
 - A. Availability of programs will be advertised in the San Francisco Chronicle/Examiner, publications serving minority communities in addition to publications in Chinese, Spanish, Vietnamese and Russian.
 - B. The Administrator of Leased Housing will meet with all interested individuals and groups such as Realtors and Apartment Managers Associations to promote the agency and its programs. The Moderate Rehabilitation program is also targeted toward providing housing opportunities in non-impacted areas and the Special Programs Manager and the Administrator of Leased Housing are available to explain the program to all owners that inquire as a result of the public notices

- placed in the above referred to newspapers. In addition, we have a knowledgeable inspection staff who are daily making contact with tenants and owners in all sections of our City promoting the attributes of the Section 8 programs.
- C. The SFHA is presently in the process of re-writing its Owner's Guide wherein we intend to address the issue of Fair Housing and Equal Opportunity. Presently, we have informed staff of the agency's policy against discrimination on the bases of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, age, disability, handicap, military status, source of income, marital status, presence of children in a household, or because an individual has or is suspected of having Acquired Immune Deficiency Syndrome (AIDS). This information is provided to all owners participating in the Section 8 Programs.
- D. Not only is our staff well informed so that fair housing and equal opportunity is ensured for the participants; all of the briefing packets contain the Housing Discrimination Complaint form (HUD-903) and the Fair Housing handbook "It's Your Right." During the briefing session, applicants are advised to seek staff assistance in completing the form if they feel they have been discriminated against during their housing search. In addition, staff provides the address and telephone number of HUD's Office of Fair Housing and Equal Opportunity to any applicant or participant who thinks that they have been a victim of discrimination.

The following items are applicable only to the Section 8 Program:

- E. The SFHA's briefing of applicants covers all the counties in which participants may reside. For our jurisdiction, a listing of vacant units submitted by owners is maintained in loose leaf binders at our Eligibility Office for applicants to review. Participants are also informed not to limit themselves to these listings, but to utilize newspapers and real estate firms, as well as, walking the neighborhoods in which they would like to reside and looking for rental signs.
- F. Applicants are encouraged to read the explanation of the Section 8 program provided to them in their briefing packets, however, any applicant may contact the Eligibility Office or the Leased Housing Department for explanation or clarification of program requirements.
- G. During the briefing session, it is our intention to stress the utilization of the Certificates in other cities and counties of the State of California. The SFHA cooperates fully in utilizing the portability of both the certificate and voucher programs.
- H. Section 8 Certificates issued by the SFHA may be used in anywhere in the State of California.

V. Ensuring Equal Opportunity to Applicants for Participation in the SFHA's Existing Housing or Moderate Rehabilitation Program and in the Selection of Certificate Holders or Applicants to be Referred to Owners of Vacant Moderately Rehabilitated units.

Action to be Taken:

A. General Policy

The demand for affordable housing in San Francisco far exceeds the current supply. To best meet the housing needs of the community and the administrative needs of the SFHA, the SFHA will take applications only on a periodic open-enrollment basis except for applications connected with the Rental Rehabilitation Program. In that case, on-going open enrollment shall be used in order to receive applications from households occupying units to be rehabilitated under the Rental Rehabilitation Program. The application-taking process will be undertaken in two steps: a preliminary (pre) application will be taken first; a formal application (and verification of information received) will follow when the SFHA is ready to allocate the Certificate/Voucher.

B. Periodic Application Taking

1. Acceptance of Applications

Applications will only be accepted during the advertised periods of enrollment. These enrollment periods are determined based upon the need of the SFHA to augment the waiting list so that the SFHA's preference policy can be met in any of the "bedroom-size" categories. Generally, application intake will open when the number of apparently eligible applicants is insufficient to be granted the Certificate/Vouchers estimated to be available in the next 12 months. The decision to open and/or close application taking and enrollment will be made by administrative action.

2. Application-taking Process

Unless the public is given notice to the contrary, the SFHA will employ a standard application system. With a standard application system, position on the waiting list is determined by the date and time the pre-application is received. The application-taking closing date shall be determined administratively. The open enrollment period shall be such to allow sufficient numbers to create a large enough waiting list to meet the needs of the SFHA for at least one year. Both the opening and closing-date of enrollment shall be advertised.

3. Public Advertisements of Enrollment Period

Application intake periods will be announced to the public at least fifteen (15) days in advance. Advertising efforts will include, but not be limited to:

- Publication in a major local newspaper;
- Postings in the offices of the SFHA;
- Notices circulated for posting at social services agencies and community centers.

Advertisements will inform interested persons of the application system to be employed by the SFHA, the specific time periods when pre-applications will be accepted, location(s) where pre-application forms are available, location(s) where forms must be returned in person and/or by mail, and basic eligibility requirements.

C. Type and Use of the Preliminary (pre) Application Information

The first step in initiating the application-intake process is for interested persons to fill in and return to the SFHA a preliminary application (henceforth referred to as "pre-application") form. The purpose of the pre-application is to initially identify apparently eligible families and any preference category they may fit in. Requests for forms may be made in person (or by mail if the SFHA so determines) at the specified location(s) and must be returned in person and/or by mail as specified. SFHA staff will be available during business hours to assist applicants in completing pre-applications and answer questions.

The type of information requested includes:

- names and ages of all household members;
- sex and relationship of members;
- address(es) and telephone number(s);
- amount and source of all income and assets;
- information on handicaps/disabilities of members;
- information related to selection preferences;
- race, ethnicity of the Head of Household.

Information from completed pre-applications will also be used to determine placement on the waiting list. The applicant's final placement on the waiting list will be determined once the full application process is completed and verified.

Applicants are responsible for informing the SFHA of changes in family circumstances, and are responsible for responding to requests from the SFHA to update pre-applications. Refusal to provide information may result in the applicant being removed from the waiting list.

Completion of a Formal Application

D. Requirement to Attend Scheduled Meeting

1. Applicants on the waiting list will be asked to complete a formal application when it is estimated that a Section 8 Certificate or Voucher can be made available within approximately 120 days.

Completion of the Application will be done in person with the assistance of SFHA staff. The SFHA will provide written information on documents needed for completion of the application and will schedule an appointment with the applicant. It is the applicant's responsibility to reschedule a meeting that they cannot attend because of extenuating circumstances. If the applicant does not reschedule and misses two scheduled meetings, the SFHA may reject the application. Rejection of an application means that the household will be removed from the Waiting List and must reapply when applications are again being taken. The SFHA will notify the application in writing if it takes such action.

2. Verification of Information Received

Staff will verify and place in the applicant's folder documentation relating to employment and income data, family composition, assets, full-time student status, Veteran status, medical expenses, handicapped assistance expenses, and other information that may be required to determine program eligibility.

Third party verifications in writing are preferred. Oral third party verifications are acceptable, if properly documented. Obtaining documents from the applicant and photocopying is an acceptable form of verification when not prohibited by law. When such documents cannot be photocopied, appropriate staff will sign a statement confirming that the verification documents were viewed by recording the document source, date, time, amount, etc. All verifications will be maintained in the applicant's folder.

E. ORDER OF PREFERENCE

In accordance with the Quality Housing and Work Responsibility Act of 1998, SFHA will administer its Section 8 Moderate Rehabilitation program so that the following Income Targeting objectives are achieved for the period from April 1, 1999 through September 30, 2000, and for each fiscal year thereafter:

- Not less than 75% of new admissions to Section 8 Mod Rehab assistance programs must have incomes at or below 30 % of the area median income.
- The remainder of new admissions to Section 8 Mod Rehab assistance programs must have incomes at or below 80% of the area median.]

Not withstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the SFHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

The SFHA has adopted the Federal Preferences as Local Preferences in administering its assisted housing programs. [If Federal Preferences are required, the SFHA local preferences are to be considered ranking preferences.]

The SFHA employs the following system of local preferences in administering its wait list. The local preferences consist of:

1. INVOLUNTARY DISPLACEMENT:

An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

Natural Disaster: a disaster such as a fire, flood or earthquake that resulted in the un-inhabitability of the applicant's unit.

Domestic Violence: an applicant who has vacated due to actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other household member, who lives in housing with an individual who engages in such violence.

Government Action: an action of a government agency related to code enforcement or public improvement or development.

Landlord Action: an action by a housing owner that results in an applicant's having to vacate his or her unit, where the reason for the owner's action was beyond the applicant's ability to control or prevent, and despite the applicant having met all previously imposed conditions of occupancy, and the action is other than a rent increase.

2. SUBSTANDARD HOUSING:

Homeless: An applicant who is a "homeless family" shall be considered to be living in substandard housing if the individual or family:

Lacks a fixed regular, and adequate nighttime residence; and

Has a primary residence that is:

A supervised publicly or privately operated shelter designed to provide temporary living accommodations, (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or

An institution that provides a temporary residence for individuals intended to be institutionalized; or

A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to state or federal law.

Non-Homeless: A non-homeless family is living in substandard housing if their present unit meets any of the following criteria: it is "dilapidated;" it does not have operable indoor plumbing; it does not have a usable flush toilet and a usable bathtub or shower inside the unit for the exclusive use of the family; it does not have electricity, or has inadequate or unsafe electrical service; it does not have a safe or adequate source of heat; it should, but does not have a kitchen, or it has been declared unfit for habitation by a government agency. A housing unit is "dilapidated" if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family or it has one or more critical defects or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may have resulted from the original construction, or from continued neglect or lack of repair, or from serious damage to the structure.

3. PAYING MORE THAN 50% OF INCOME FOR HOUSING:

An applicant shall qualify for this federal preference if the family is paying more than 50 percent of the total family income for rent. However, an applicant may not qualify for a preference under this section if the applicant is paying more than 50 percent of family income to rent a unit because his or her housing assistance under the public housing, Section 8 program, or any program under the Housing and Urban Development Act of 1965 with respect to that unit has been terminated as a result of the applicant's refusal to comply with applicable program policies and procedures with respect to the occupancy of under-occupied and overcrowded units.

The SFHA will weigh each local preference equally. That is, an applicant that meets the federal definition of any or all of the local preferences will receive an equal priority. Specific applicant preference procedures, definitions and requirements not covered in this policy shall follow the HUD regulations found at 24 CFR Part 5, as amended from time to time.

The SFHA has adopted the following as secondary local preferences:

- 1. Residency status: A family is considered a "resident" of the City and County of San Francisco, if (a) they live in San Francisco or (b) the head of household or spouse is employed or has been notified that he/she has been hired to work in San Francisco. The Family must submit documentation that provides a current address of residency or employment and sign a waiver to permit the SFHA to verify the address.
- 2. Veterans status: A member of the United States Armed Forces honorable discharged from service or currently listed and is the head of house hold <u>or</u> spouse of the applicant family. Verification will be provided by the Veterans Administration.
- 3. Welfare to Work Participants in good standing with their obligations to the Welfare to Work Program.

ORDER OF SELECTION

The SFHA will rank and admit applicants from the waiting list in accordance with the following priority categories:

<u>Level of</u> <u>Priority</u>	Category One	<u>Category</u> <u>Two</u>	<u>Category</u> <u>Three</u>	<u>Category</u> <u>Four</u>
1	Local Preference	Resident	Veteran	Welfare to Work
2	Local Preference	Resident	Veteran	Non-Welfare

				to Work
3	Local Preference	Resident	Non-Veteran	Welfare to
				Work
4	Local Preference	Resident	Non-Veteran	Non-Welfare
				to Work
5	Local Preference	Non-Resident	Veteran	Welfare to
				Work
6	Local Preference	Non-Resident	Veteran	Non-Welfare
				to Work
7	Local Preference	Non-Resident	Non-Veteran	Welfare to
				Work
8	Local Preference	Non-Resident	Non-Veteran	Non-Welfare
				to Work
9	No Local	Resident	Veteran	Welfare to
	Preference			Work
10	No Local	Resident	Veteran	Non-Welfare
	Preference			to Work
11	No Local	Resident	Non-Veteran	Welfare to
	Preference			Work
12	No Local	Resident	Non-Veteran	Non-Welfare
	Preference			to Work
13	No Local	Non-Resident	Veteran	Welfare to
	Preference			Work
14	No Local	Non-Resident	Veteran	Non-Welfare
	Preference			to Work
15	No Local	Non-Resident	Non-Veteran	Welfare to
	Preference			Work
16	No Local	Non-Resident	Non-Veteran	Non-Welfare
	Preference			to Work

Units shall be filled in the order indicated above. Applicants at the top of the list will be notified of a vacancy and asked to participate in the PBV Program. If they refuse or do not respond, the next applicant is contacted, and so on. If at any time the waiting list does not contain a sufficient number of preference applications, the Section 8 Mod Rehab referrals will be made to non-Local preference eligible applicants without regard to Preference Status.

F. Enrollment in Conjunction with the Rental Rehabilitation Program

The SFHA will allow an on-going open enrollment process only from household residing in units to be rehabilitated through the federal Rental Rehabilitation Program. It is important to note that in all other cases, applications will be taken solely when the SFHA has publicized that it is taking applications.

The SFHA will offer a rental certificate or rental voucher to the eligible family living in a rental rehabilitation project, at the time the rehabilitation project is approved, if the family: (a) is required to vacate a unit because of physical construction, housing overcrowding or a change in the use of the unit; or (b) would have a post-rehabilitation rent burden greater than 35 percent of the family adjusted income as a result of the rehabilitation.

Pre-application/application Taking for Rental Rehabilitation Program Tenants

Applications will be taken from Rental Rehabilitation Program tenants after the owner's application to participate in the Rental Rehabilitation Program is approved. Individual notices will be sent to all tenants residing in a Rental Rehabilitation project informing them of the availability of Section 8 Program assistance if they meet the Section 8 eligibility and preference requirements. Tenants must have been occupants of the building prior to the owners signing of the Rental Rehabilitation Program promissory note in order to be eligible for housing assistance. Tenants will also be informed that, if eligible, they may be assisted whether they remain in the unit rehabilitated through the Rental Rehabilitation Program or relocate elsewhere.

SFHA staff will conduct the initial intake interview with Rental Rehabilitation Program tenants in order to collect information necessary to make a preliminary determination of eligibility. This interview is in addition to any other interview conducted or information provided by a tenant to the City of San Francisco to allow the owner to participate in the

Rental Rehabilitation Program. Final determination of eligibility can only be made by the SFHA once it verifies the information provided by the household.

G. Enrollment in Conjunction with Pre-payment of a HUD Insured Mortgage by an owner of Low-Income Housing (OPT-OUT Program)

The SFHA will allow an on-going enrollment process from households residing in low-income rental units which are:

- Insured or held by HUD under either Section 22l(d)(3) of the National Housing Act, and which receives assistance under either the Section 10l Rent Supplement program of the Housing and Urban Development Act of 1965 or Section 8 of the United States Housing Act of 1937;
- Insured or held by HUD under Section 22l(d)(3) and benefits from a below-market interest rate loan:
- Insured, assisted or held by HUD under Section 236 of the National Housing Act; or

Held by the Secretary and was formerly insured under a program in (1),
 (2) or (3) above, and that the mortgage is eligible for pre-payment and the owner has elected to pre-pay such mortgage.

As with the Rental Rehabilitation Program, individual notices will be sent to all tenants residing in an OPT-OUT project informing them of the availability of Section 8 assistance through the SFHA's program.

Each family must be an occupant of the building prior to the owner's decision to OPT-OUT of the program. Tenants will be informed that, if eligible, they may be assisted whether they remain in the unit or relocate elsewhere. Should they choose not to participate in the program, they must relocate without Section 8 assistance.

H. Final Determination and Notification of Eligibility Status

After completion of the verification process, the SFHA will make its final determination regarding eligibility. All applicants will be notified in writing by the SFHA of their status following submission of a pre-application as well as the formal application. Applicants have a right to an informal review of determination made by the SFHA relative to their pre-application and formal application.

It is important to note that although the household appears to be eligible when the pre-application is taken and the household is placed on the Section 8 Waiting List, the Household is not in the program until the SFHA's final determination of eligibility is made which occurs at the time that the ACTUAL offer of assistance is made. Such a policy is necessary because the SFHA must process applications based upon rules in effect at the time of processing. At times, HUD mandates programmatic or policy changes which can affect a household's eligibility between the period of pre-application taking and final determination.

- I. Grounds for Refusal to Accept/Process Pre-Application or Application In accordance with 24CFR 882.210, the SFHA is not obligated to assist families who:
 - Currently owe rent or other amounts to SFHA or any other Public Housing Authority;
 - Were previous participants in SFHA's Section 8 Program(s) and left owing monies for "unpaid rent, damages, and/or vacancy loss";
 - Have breached an agreement to repay monies owed SFHA;
 - Have previously violated any family obligation listed in Section 882.ll8 of 24 CFR or under the terms of the "Certificate of Family Participation" or Housing Voucher;

 Have committed fraud in connection with any federal housing assistance program.

SFHA will not deny families from being placed on the waiting list because of any of the above; however, families will be informed that they will be denied a Certificate/Voucher until all outstanding debts to the SFHA have been paid in full.

J. The vacancy procedures for the Moderate Rehabilitation Program are as follows:

Subsequent to the Agreement to Enter into a Housing Assistance Payments Contract and approximately sixty days prior to the Housing Assistance Payments Contract being executed, referrals are made the participant owners from the Leased Housing existing waiting list. For SRO McKinney Act Moderate Rehabilitation projects, a separate list is established for homeless single individuals for each designated population being funded by HUD. The outreach is accomplished as set forth above.

Upon receipt of notice from either the owner or the tenant that a moderate rehabilitation unit is or has been vacated, referrals from the top of the waiting list are referred for owner selection to the project as established by the procedures set forth above.

VI Provision of Services and Assistance to Families That Allege They Have Encountered Discrimination During Their Housing Search

Actions to be taken:

- A. The Housing Authority will provide the necessary discrimination complaint forms and will assist, where feasible, with the filing of any discrimination complaints. Applicants will be reminded of their Civil Rights and, if appropriate, will be referred to the HUD Regional Fair Housing Office or the local Legal Aid Foundation for further action. The Housing Authority may also contact the owner to discuss the equal housing laws and ascertain more information about the nature of the discrimination.
- **B.** The Manager of the Eligibility Department has attended Fair Housing Seminars and has familiarized the Eligibility staff regarding fair housing laws. During the formal Section 8 briefings applicants are informed about discrimination practices and the procedures for handling the same. In addition, the Eligibility staff is bilingual in Spanish, Vietnamese, Chinese and Tagalog.
- VII. Utilization of a Local Fair Housing Organization or Organization Serving the Handicapped.

The SFHA will subcontract with a Fair Housing organization or organization serving the Handicapped in its Existing Housing or Moderate Rehabilitation Program(s).

Yes_____ No__ x

- VIII. Promoting Employment Opportunity in the PHA's Employment Practices Existing Housing or Moderate Rehabilitation Program.
 - **A.** Existing or proposed staffing pattern by position, race/ethnicity, gender, and salary. (Asterisk staff members employed by PHA in other programs prior to making application for the Section 8-Existing Housing and/or Moderate Rehabilitation Program.)

See attached list.

B. Actions to be taken to promote equal opportunity in employment practices.

The Housing Authority practices affirmative action in housing and in all aspects of personnel consideration. The agency has recently employed an Affirmative Action Director. One of his first duties will be to formulate a written Affirmative Action Policy statement.

IX. Equal Opportunity for Participation in the Moderate Rehabilitation Program and Section 3 Business.

Actions to be taken in developing and maintaining lists of local minority and Section 3 businesses:

N/A

- X. The Management Period.
 - A. Family Participation.
 - 1. Ineligibility of Residents in Occupancy Prior to Rehab. Residents found ineligible will have been notified in writing of the determination and of their right to a hearing as required by 882.406 of the regulations. Owners will be notified in writing of the ineligible status of any residents; the notice will provide that the owner has a right to submit additional information within fifteen (15) calendar days of the date of the notice and to request reconsideration of the determination of ineligibility.
 - 2. Referral of Applicants. Owners will be requested to notify the SFHA of expected vacancies sixty (60) days prior to the scheduled completion of the rehab work, or on the date of the Agreement, whichever occurs later. Such notifications will be referred to the Eligibility Manager who, following the

resident selection preferences identified above, will select applicants for a briefing to provide an explanation of the moderate rehab program.

Following the required Section 8 briefing, families will be referred to the owner. Should the owner not select a referred family, the process will be repeated as many times as required for the number of vacancies in the owner's units. The SFHA's HUD-approved Administrative Plan for the Section 8 Existing Housing program shall be followed in the management of the occupancy function for the mod rehab program.

- 3. Section 8 Staff Functions. After applicants have been referred to the owner, Section 8 staff will contact the owner at least once a week to determine whether vacant units have been leased. This procedure is required to determine whether the owner is entitled to vacancy loss payments, as provided for in the HUD regulations. Should a family indicate that it does not wish to participate in the mod rehab program, following the mod rehab briefing, then the family's name will remain on the waiting list for the Section 8 Program.
- 4. Accessibility for the Handicapped. It is anticipated that most rehab work to make units accessible for the handicapped will be performed on units currently occupied by handicapped persons. If selected proposals include units which are already occupied by the handicapped, owners will be required to make the units accessible.
- 5. Assistance to Families who Move. Families who voluntarily decide to move from a mod rehab unit will be considered for a Section 8 Existing Certificate just as any other applicant would be considered. However, the SFHA will discourage frequent moves, in accordance with its basic statement of policies, since such a process does not add to the number of units available nor does it permit assistance to additional applicants.

If a family is forced to move through no fault of its own because the unit is no longer suitable (based on an increase or decrease in family size), or the contract is terminated by the SFHA for other reasons, the family will be offered a preference for referral to vacant mod rehab units, and will be qualified for and issued a Section 8 existing housing certificate.

XI. Ongoing Procedures: Payments to Owners, Adjustments in Utility Allowances and Rents, Annual Inspections, and Annual Re-determinations.

Payments to owners will be made in accordance with the procedures described for the SFHA in the Section 8 Existing Housing Program Administrative Plan. For all units included in the mod rehab program, utility allowances will be the same as those used in the Section 8 Existing Housing Program, and will be adjusted at least annually in accordance with Federal regulations governing such allowances.

Review of annual rent increases requested by owners, adjustment of utility allowances, annual inspections and annual re-determinations of eligibility and rent will be coordinated so that only one annual adjustment to the HAP contract and the gross family contribution will be required; this will be effective with the anniversary date the unit lease. The SFHA's Section 8 Existing Housing Program procedures will be followed in performing these annual functions.

A. Monitoring.

- 1. Adherence to Leasing and Rehab Schedules. During the rehab period, the Administrator of Leased Housing Division will receive copies of all inspection reports from the MRP Manager. The SFHA's central administration of the program and its constant contact with the Section 8 staff will allow the Administrator of Leased Housing Division to closely monitor program progress.
- 2. Resident Termination. Participating owners and residents will be completely briefed on the conditions which allow the termination of tenancy. During the program briefing, families will be instructed to contact the SFHA if they receive, or are advised by the owner that they are about to receive, a termination notice. When HAP Contract is signed, owners will be instructed to contact the SFHA when they intend to terminate a mod rehab resident. The contract provision requiring the owner to issue a notice of termination to the resident (with a copy to the SFHA) will be pointed out to the owner. When the SFHA becomes aware of a potential termination, assigned Section 8 staff will notify the owner and the resident to ensure that both parties understand their rights and obligations under the mod rehab program. Owners who do not comply with program requirements regarding resident termination will be terminated from the program in accordance with Federal regulations and requirements.
- 3. HAP Contract Violations. The SFHA will monitor management operations on a continual basis, utilizing management reports, as well as personal observation, spot inspections, and resident feed-back. An annual housing quality inspection will be made of each dwelling unit to determine conditions and to monitor both management performance (including proper maintenance) and resident adherence to program requirements. In addition, residents will be advised to contact the SFHA if problems develop which cannot be resolved after genuine efforts on the part of the resident and management.
- 4. Owner Management Provision. The owner must submit prior to the management phase a detailed description of his/her management plans, including previous management experience and a description of management services to be provided by the proposed management entity. Initial SFHA

determination regarding owner management capability will be based on its initial inspection of the units included in the owner's management experience statements. Similar inquiries will be made concerning any management firm which is proposed by the owner. The SFHA retains the right to object to management proposals or management firms deemed to be inadequate for the management function.

After units are under contract, the SFHA will monitor management capability and performance thorough review of reports, spot checks, annual inspections, and response to complaints from residents. Any deficiencies will be called to the attention of the owner, and corrections may be required in accordance with HUD contract funds to the owners.

5. Reserve Account Consistent with the policy adopted by the Board of Commissioners of the San Francisco Housing Authority, the agency will maintain an operating reserve balance of at least forty percent (40%) of the prior years total expenditure for each fund under the Section 8 Program. It is also been resolved and adopted by the Board of Commissioners and it is the procurement policy adhered to for this and other programs, to be obtained said Board of Commissioners approval for any expenditure in excess of \$5,000.

SAN FRANCISCO HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM

ACTION PLAN



Revised June 3, 2008

SAN FRANCISCO HOUSING AUTHORITY

FAMILY SELF-SUFFICIENCY ACTION PLAN

This Action Plan is -established by the San Francisco Housing Authority (SFHA) to provide guidelines for the administration of the Family Self -Sufficiency (FSS) Program. Following HUD's approval of this Action Plan, the SFHA will incorporate this plan as part of our administrative plan for the Section 8 Program and will begin the administration of the FSS program.

The goal of the FSS Program is to promote economic self-sufficiency among the participating families. The eligible families will be united with the appropriate support services and the appropriate resources in the community needed to move them toward economic self-sufficiency. The Program will require a five year commitment from its participants and there will be a financial incentive for the families that achieve employment. An escrow account will be maintained by the SFHA whereby specified money from the Housing Assistance Payments Account will be deposited on behalf of participant families. The escrow money will be turned over to the families that successfully complete the FSS program requirements.

In accordance with the HUD established guidelines the SFHA has establish a Program Coordinating Committee (PCC). The PCC is comprised of persons from the public and private sectors, local government, Section 8 participants, SFHA staff, and others in the community. The purpose of the PCC is to identify public and private service groups and resources, to determine the general needs of the population to be served, and the availability of these services and resources. The PCC is an advisory committee that participated in the development of this Action Plan and the revisions to the SFHA Section 8 Administrative Plan. The PCC will also participate in the development and implementation of the FSS program.

The SFHA will offer the FSS Program to current Section 8 Participants. Interested participants will complete a FSS preapplication and attend workshops conducted by the SFHA. The purpose of the workshops will be to provide the families with an explanation of the Program's requirements, expectations and benefits. If there are more applicants than FSS slots a waiting list will be established. A computerized lottery system will be employed to establish the ranking order of the waiting list. Subsequent interested participants will be added to the list by chronological order.

1. ELIGIBLE FAMILY DEMOGRAPHICS

The FSS Program will be offered to holders of the Section 8 Vouchers whose demographics are as follows:

	Number	Percent
Total number of Section 8 families	8931	
Number of married households	2257	25.27
Number of male head of households	4212	47.16
Number of female head of households	4719	52.84
FAMILIES BY RACE		
White	2536	28.40
African American	2768	30.99
Native American	65	.007
Asian American	2719	30.44
Hispanics	816	9.14
Other	27	.003

The SFHA assists a racially and ethnically diverse population of low-income families, disabled and senior citizens totaling 8931 clients. of these, up to nineteen (19%) rely on Temporary Assistance For Needy Families (TANF) or other public assistance as their sole source of income. The remaining participants being comprised of low income families earning low wages, disabled and senior citizens relying mostly on Supplemental Security Income (SSI) and Social Security Allotment (SSA) as their sole source income.

Many of the Section 8 participants have expressed an earnest desire to become economically self sufficient. However, a common factor among many of the participants is a lack of education, job training, and affordable childcare. Many of the families at one time or another secure employment. However, these jobs are often low paying, requiring very little skills. This often leaves the family relying on government assistance to supplement their income. For families not receiving some form of structured education and job training this cycle is likely to continue. In addition, a percentage of the participants suffer from alcohol and/or drug abuse, psychological disorders, and domestic violence.

2. SUPPORT SERVICE NEEDS

The families participating in the program will require a broad range of support service needs such as employment training, remedial and continued education, childcare, job search and readiness assistance as well as life skills training.

In addition, some of the families will need substance and domestic abuse counseling, mental health assistance and parenting skills workshops.

3. ESTIMATE OF FAMILIES EXPECTED TO RECEIVE SERVICES

The SFHA has received an allocation of 300 (FSS) slots. These slots will initially be filled in increments of thirty to fifty, preferably on a bi-monthly basis. It is believed that by filling the slots in such a progressive manner, it will enable the SFHA to secure support services for all families; prevent an individual support service

provider from being overburdened, and allow the SFHA to complete thorough initial assessments and case management. We anticipate that such an arrangement will allow the SFHA to seek additional commitments for the FSS program participants.

We anticipate that all families should be adequately served with the amount of resources available within the City and County of San Francisco from the public and private sector.

4. FSS FAMILY SELECTION PROCEDURES

The (SFHA) selection procedures will follow in four progressive steps. Each family will be expected to complete each step prior to the execution of a Contract of Participation (CoP). The steps are:

1) Submit pre-enrollment request, 2) Attend orientation meeting, 3) Personal interview, 4) Good standing confirmation.

Step 1: Pre-enrollment

The (SFHA) will make the initial contact by mailing flyers which will include a statement of the program in Chinese, Spanish, Vietnamese, Cambodian and Russian to the Section 8 participants. The flyers will briefly explain the FSS program. Applicants who are interested in enrolling in the FSS Program will submit a preenrollment request. If there are FSS slots available, applicants will be mailed an orientation invitation letter.

Upon reciept of the pre-enrollment request the SFHA will log the name, client number and date of pre-enrollment request. If there are more applicants than FSS slots the SFHA will conduct a computerized lottery to place the families in ranking order. Second letters will be sent notifying families of their eligibility and advising them of their position on the FSS waiting list. Subsequent additions will be added to the wait list in chronological order.

Step 2: Orientation Workshop

The SFHA will conduct orientation workshops designed to provide the families with more detailed information about the FSS program and its benefits. Prior to the date of the orientation workshop the families that expressed an interest in the FSS program will be notified. An appointment will be made for groups of not more than thirty families to attend. Childcare may be provided.

The SFHA may conduct the orientation workshops for non-English speaking families if necessary. Otherwise, the SFHA may have an interpreter present during the orientation. Families will be encouraged to provide their own interpreter services.

Step 3: Interview

Each family will receive a scheduled interview appointment. The personal interview allows the family to receive exclusive attention and address any concerns they may have regarding the FSS program. Assigned staff will seek to ascertain the basic needs of the family based on information derived from the personal interview and self-appraisal packet given in the orientation.

Step 4: Good Standing

Any family selected to participate in the FSS program must be in good standing with the SFHA. Any family that has breached an agreement or is otherwise delinquent on any executed repayment agreement with the SFHA or another Housing Authority is not in good standing and will be denied participation in the FSS program. This will include a family with a history of missed and consistently late payments. Families that execute and adhere to the arrangement of a repayment agreement are considered in good standing.

5. NON-DISCRIMINATION:

The SFHA will select families for the FSS program without regard to their race, color, religion, sex or sexual orientation, family status or national origin. Reasonable conveniences will be afforded any family with disabilities, that otherwise qualify for the program. Provided that such assistance does not cause undo financial and/or administrative burdens to the SFHA.

The SFHA will administer the FSS program in accordance with Title VI of the Civil Rights Act of 1964; the Fair Housing Act: section 504 of the Rehabilitation Act of 1973 and current Statutory and Regulatory rules governing FSS programs as amended in the Housing and Community Development Act of 1993.

6. LOTTERY

The SFHA will initially employ a computerized lottery system to ensure a fair and equitable distribution of FSS slots.

Subsequent outreach will be structured on a chronologically-based wait list.

7. INCENTIVES

The SFHA will offer tangible and non-tangible incentives to the FSS participants that will include:

Escrow Credit:

The escrow credit is monies generated by an increase in family wages that is dispersed to the family upon successful completion of the FSS program.

Home Ownership:

Families may be allowed to make interim withdrawals from the FSS escrow funds to apply towards a down-payment for home ownership by participating in the Home Ownership for Everyone Program HOPE which allows Section 8 subsidy payments to be used towards the purchase of a home.

CalWorks:

The SFHA has commitments from the Department of Social Services that will enable the SFHA to aid families in accessing the Greater Avenue Towards Independence Program.

Wardrobe Assistance:

The SFHA will seek commitments from clothing retailers to donate career clothing for the FSS families.

Non-tangible

The non-tangible incentive will be the boost in self esteem derived from successfully completing the FSS Program and the many benefits that will result thereof.

8. ESCROW ACCOUNT

The escrow account is the financial incentive for families to participate in the FSS Program. Generally, the FSS families continue to pay rent in accordance with their incomes and as a rule, the difference between the rent when a tenant family signs the FSS Contract (referred to as baseline figures) and increase amount paid for rent as the result of earned income is escrowed on behalf of the participant family. The escrow is based on increase of earned income as follows:

- The full amount, before payroll deductions, of wages and salaries, overtime pay, commissions, tips, bonuses, fees, and other compensation for personal services;
- Net income from the operation of a business or profession;
- Military pay that is normally included in the Annual Income definition;
- Earned income does not include pension or annuity, transfer payments, or any cash or in-kind benefits;
- Earned income does not include income of children under 18 (as long as they are not head or spouse). If an adult is added or a child turns 18 after the Contract of Participation is executed, the income is counted;
- The escrow does not include increases in income other than earned income;
- Increases in TANF for a family in which no family member is employed are not counted toward the escrow calculation;
- If the family participates in education or job training and there is no employment income, there is no escrow fund calculation made;
- If the head of household gets married after the execution of the Contract, the spouse's earned income is counted when computing the escrow, regardless of whether they have an individual training and services plan;
- There is a different calculation for families who are Very-Low-Income v. Low-Income;
- For families over the Low-Income limit, there will be no FSS credit. No credits will be made to the family's FSS account when the FSS family has completed the Contract of Participation or when the Contract is terminated or otherwise nullified;
- The SFHA will maintain a single depository account for each FSS family and will credit periodically, but not less than annually, the amount of FSS credit due the family. The SFHA will report, at least once annually, to each FSS family on the status of the family's FSS account;

DISBURSING THE FSS ACCOUNT

The SFHA will normally disburse the escrow account fund;

- When the family completes the Contract, or
- When no family member receives welfare assistance.
- The amount in an FSS account, in excess of any amount owed to the SFHA by the FSS family, is paid to the head of the FSS family;
- When the Contract of Participation has been completed (even if the Contract term has not expired), or
- Whenever 30% of the family's monthly adjusted income equals or exceeds the Payment Standard for the Voucher size issued by the Section 8 Program based on the SFHA's Occupancy Standard and jurisdiction (even if the five years is not up), and
- When, at contract completion, the head of the family certifies that, to the best of his/her knowledge and belief, no family member receives Federal or state welfare assistance (SSI payments for a disabled family member are not subject to this test).
- When, at the completion of the contract all income data reported while on the program is verified accurate through Enterprise Income Verification (EIV) System.

INTERIM DISBURSEMENT

The SFHA may, at its sole option, disburse a portion of the funds from the family's escrow account during the Contract period for Contract-related expenses if the family:

- Has fulfilled certain interim Contract goals, and
- Needs a portion of the FSS account funds for purposes consistent with the Contract such as: 1. School tuition or other school costs 2. Job training expenses 3. Business start-up expenses Please note the SFHA has the option of disbursing funds directly to the service provider.
- Interim withdrawals may be allowed for a family participating in the Home Ownership for Everyone Program (HOPE) towards the down payment for the purchase of a home.
- The SFHA will contact current landlords renting to FSS families to verify that the family has no outstanding rent delinquency or other cost. Any amount outstanding will be deducted from the escrow by that amount prior to proration and distribution of the interest income. (FSS account balances are adjusted in cases of rent delinquency because the credit is based on the amount of rent the family actually paid, not the amount charged). Although, the family will be notified at least 60 days prior to the distribution of the FSS funds to allow the family to bring their rent current to avoid deduction from the escrow account.

FORFEITING THE ACCOUNT

Amounts in the FSS account will be forfeited if (1.) The Contract of Participation is terminated, or (2.) The Contract of Participation is completed but the family is still receiving welfare assistance when the FSS contract expires, including all extensions, (3) The family commits a Program violation. Before the escrow account funds are forfeited, clients will be mailed a 30 day notice of action giving them time to appeal. The SFHA will provide monthly reports of clients with forfeited escrow accounts which will include the reason for forfeiture.

9. OUTREACH EFFORTS

The SFHA will notify all Section 8 participants of the FSS program by way of flyers. The flyers will also be sent to agencies that provide FSS related services. In addition, each Section 8 participant will be given written information on the FSS program during their annual recertification reviews.

Applicants on the Section 8 waiting list will be given information on the FSS program to consider as a future prospect. This will be included in their Section 8 briefing packet.

Seminars on the FSS program will be held for prospective support service providers from the public and private sector.

10. FSS ACTIVITIES AND SUPPORTIVE SERVICES

The SFHA has received commitments from various agencies. Some of these agencies will include, but are not limited to:

Employment Development Department (EDD)

EDD provides a wide range of services including job referrals with employers in the private and public Sector, and the Experience Unlimited (EU) which is a self directed organization of professional and technical jobs seekers which provides placement services, assistance in learning job search skills, information on firms and access to telephones, fax, computers, and photocopiers. Also provided are Vocational Assessments with the objective of job placement; Youth Employment Programs designed to assist at risk youth in receiving peer counseling referrals to supportive services, job referrals and referrals to training; and The Job Agent Program that offers supportive services and job placement to economically disadvantaged applicants who have barriers to employment. EDD also maintains a constant report with employers in both the private and public sector and provides employers with information on laws as they relate to human resources and employment.

Department of Social Services (DSS)

DSS will provide financial welfare and general assistance to dependent families and single adults. Also provided is professional case management for families participating in programs offered by DSS, in-home support services, children services, family crises intervention. DSS maintains an ongoing relationship with various agencies throughout San Francisco.

San Francisco Community College (SFCC)

SFCC maintains campuses throughout the county of San Francisco providing courses on various subjects, financial aid and educational assessments.

Women Initiative For Self Employment (WISE)

WISE assist women aspiring to become entrepreneurs by providing financial assistance and financial planning, sponsoring workshops, and directing clients to agencies that could provide assistance towards entrepreneurship.

Women in Non-traditional Employment

Women in Non-Traditional Employment is administered by an entrepreneur, Richey Rice-Gore, who secures commitments from employers to employ women in non-traditional jobs such as construction and labor.

Private Industry Council (PIC)/ Jewish Vocational Services

PIC assists clients in securing employment by providing training and referrals for employment to subcontractor who have committed themselves to providing employment. Additionally, PIC participates in the summer Youth Employment and Training Program and the Job Training Partnership Act Training Programs, both of which aid in employment of the clientele they serve.

The SFHA will seek to establish commitments with a host of other public and private agencies. It is our intent to develop agreements for support services.

11. CASE MANAGEMENT

The SFHA has employed the services of a Self Sufficiency Coordinator and Self-Sufficiency Specialist who will provide case management for families participating in the FSS program. Case management will be provided throughout the term of the Contract. The Coordinator and Specialist will maintain contact with the families through office/home visits or telephone at least once a month and more frequently during periods of crisis. In addition, The Coordinator and Specialist will provide the following services:

- 1. Conduct personal interviews with the family on a continuous basis to review family progress, make any necessary revisions regarding family CoP.
- 2. Ascertain needs of the family based on information derived from the personal interview.
- 3. Compile information and documents related to the family.
- 4. Inform family of available resources and provide information.
- 5. Prepare and make referrals to the appropriate resources.
- 6. Intercede on behalf of family when services are not being adequately delivered.
- 7. Review family progress and make recommendations where necessary.

There will be other functions of the case manager that will develop as the needs of the family evolve. The case management functions will be carried out with a view to aid the family on their path to self sufficiency.

Families that elect to exercise portability may not receive case management. Unless a family can demonstrate, to the satisfaction of the SFHA, that they are able to carry out the obligations set forth in their Contract, no case management will be provided.

12. PORTABILITY

Portability will remain available to all FSS families. However, each family will be required to remain in the SFHA FSS program for the first twelve months of participation in the FSS program.

A family requesting a transfer will be required to meet with the FSS Coordinator to review the possible ramifications which could result from the transfer and to review the feasibility of such a move. If an FSS family chooses to move to another community, the FSS Coordinator will contact the receiving Housing Authority to determine whether or not, they able to accept the San Francisco FSS family into their FSS program.

Families currently on transfer from another Housing Authority within San Francisco will be given the opportunity to apply for the SFHA FSS program. These families will be absorbed by the SFHA if they are selected to participate in our FSS program. However, subsequent families who transfer to the SFHA, although given the same opportunity to apply for the SFHA FSS program, will not receive a selection preference. It will be the sole discretion of the SFHA to allow a family to participate in its FSS program.

A family that transfers and is accepted into the receiving Housing Authority FSS program will be canceled from the SFHA FSS program. Their FSS related service will cease and the escrow credit will be transferred to the receiving Housing Authority.

A family that transfers and is not accepted into the receiving Housing Authority FSS program will be canceled from the SFHA FSS program and will forfeit the escrow account.

13. CONTRACT OF PARTICIPATION

Once the families goals and objective have been established each family will be required to sign a CoP. The CoP will be effective the first of the month after the contract is executed. The initial term of the CoP will be five years and may be extended an additional two years at the written request of the family, with good cause. (Good cause is considered circumstances beyond the families control such as serious illness or involuntary loss of employment; terminations resulting from failure to perform is not considered good cause) An extension may be granted to allow the family to meet the interim goal of remaining off welfare assistance for at least one year prior to expiration of the contract expiration date.

The information included in the Contract are the Gross Annual Income, the amount of earned income in the Gross Annual Income, the family Rent (30% of monthly income in case of Vouchers). Not to exceed the Contract Rent for the Voucher size issued by the Section 8 Program based on the SFHA's Occupancy Standard and jurisdiction.

The Contract will be signed by the family member designated as head for the determination of income eligibility. Individual Training and Services Plans will be completed on each adult family member requesting participation in the FSS program. The Individual Training and Service Plan will be an attachment to the Contract. The Service Plan will include at a minimum, the initial long and short-term goals, interim and the final goal of obtaining and maintaining suitable employment. Each Contract will include the mandatory goal requiring the family to be free of welfare assistance within one year of the expiration of the contract, including any extensions.

The SFHA will maintain responsibility for seeing that the services outlined in the Individual Service and Training Plan are delivered to the family. If the SFHA is unable to obtain services the SFHA will decide if another available service can achieve the same purpose. If not, the SFHA will decide if the unavailable services are integral to the families ability to achieve self sufficiency. If necessary, the SFHA will delete the services and modify the Contract. However, if it is determined that the services are integral, the SFHA shall declare the Contract null and void.

The contract will specify the need for the head to seek and maintain employment with an above minimum wage salary, unless there is potential for advancement in an occupation consistent with the goals outlined in the Individual Service Plan. Even though the SFHA will make the ultimate decision as to suitability of employment, this decision will be made in conjunction with the family based on the person's skills, education, and available job opportunities within the SFHA's jurisdiction.

The contract may require one or more family members to attend job training and counseling sessions and to interview for jobs. However, the Contract is not considered broken if other family members do not complete their Individual Service and Training plans or never become employed.

The Contract may be modified if the family and the FSS Coordinator mutually agree. However, the contract can only be modified in the area of the Individual Training and Services Plans, the Contract term (extensions) and the designation of the FSS head of the family. If the modification is made to the FSS head, it will be included in an attachment to the Contract which will include the name of the new head, the signatures of the new FSS head and an SFHA representative and the date signed. All modifications will be in an attachment to the Contract. If the designated head leaves the household the remaining family members may designate another family member as the head, for the purpose of continued participation in the FSS program and receipt of the escrow credit. If no family member is designated as the new head, the Contract will be canceled and the escrow forfeited.

Each family will be given an opportunity to review and adjust the conditions of their Contract and will be informed of the possible ramifications resulting from such changes. If such changes result in the family not successfully completing their Contract the SFHA will not be held responsible and the escrow will be forfeited. Families will be required to make a formal written request regarding any changes in their contract service plans, extensions and interim withdrawals. The SFHA will send formal notifications to the family regarding any changes in regulation or policy that would affect an FSS family, including any contract termination.

A Family that fails to complete their Contract will be terminated from the FSS program and the escrow will be forfeited. The family may be allowed to apply for future participation in the FSS program, provided they were not terminated for fraud in connection with the Section 8 Voucher Program or the FSS program. However, the family will be placed at the end of the FSS waiting list.

14. FSS TERMINATION AND WITHHOLDING POLICIES

The Contract will outline the reasons for terminating or withholding the FSS supportive service and/or Section 8 Assistance if the designated head fails to comply with the terms of the Contract. However, it is the SFHA policy to terminate the FSS contract, but the Section 8 rent subsidies will remain with the families. Please note if other family members fail to complete their assigned contract, their actions will not result in termination of support services or Section 8 assistance for the entire family. Notwithstanding, the SFHA may choose to withdraw support services for that individual family member.

GROUNDS FOR TERMINATION

The following are reasons for termination of the FSS program:

- 1) Noncompliance with the lease;
- 2) Failure to become independent from welfare assistance;
- 3) Failure to meet any other obligation under the FSS contract except the interim goal concerning welfare assistance;
- 4) Family has committed fraud in connection with the FSS or Section 8 Program. Fraud is defined as deceit or trickery, deliberately practiced in order to gain some advantage dishonestly.

If a family is terminated from the FSS program the family cannot reapply for one year. Whether a family is allowed to participate in the FSS program for a second time is the sole discretion of the SFHA.

15. GRIEVANCE PROCEDURES

Participants in the FSS program will have a right to an informal hearing to review a SFHA decision affecting their right to participate in the FSS program. The procedures for filing a grievance are as follows:

- 1) The family must make a written request for an informal hearing.
- 2) The informal hearing is conducted by an impartial staff member who had no participation in the decision to terminate the family from the FSS program; and has no supervision authority over any staff involved in the initial decision to terminate.
- 3) The SFHA will mail written notification to the family of their decision to terminate the FSS contract. Included in the notice will be a statement informing the family of their right to request a hearing. The family will also be given a deadline by which they must request a hearing.
- 4) Upon receipt of the request, the family will be mailed a letter with an appointment for a hearing date and time. The family will be given the opportunity to examine any records or documents relating to the decision to terminate the FSS Contract.
- 5) The family will be informed that if they want legal assistance they must provide their own legal counsel, at their own expense.
- 6) Following the hearing process the family will be notified by written correspondence of the final decision resulting from the facts presented during the hearing.

16. ASSURANCE OF NON-INTERFERENCE

The FSS Program is voluntary. Hence, all current and prospective Section 8 Voucher holders will be informed that their decision not to participate in the FSS program will not affect their admission to or continued participation in the Section 8 Program.

17. FSS IMPLEMENTATION TIMETABLE

March 1995 Forms and letters developed

February FSS plan submitted to HUD

March: Initial informational letters sent and pre-enrollment mailed and returned

March: Second letter of notification sent to interested families advising them of date and location of orientation

workshops.

April: Workshops conducted

May: Personal interviews conducted

June: Case managers assessment

July 31, 1995 first active participant in the FSS Program

18. PROGRAM COORDINATING COMMITTEE (PCC)

The Program Coordinating Committee is made up of a diverse, enthusiastic and cohesive group of volunteers who are committed to the to the goals and objective of the FSS program.

The Committee works and meets collaboratively with the FSS Coordinator to advise, monitor and provide assistance towards the success of the FSS program. The Committee will meet bimonthly and more frequently, if needed. For the purpose of effectiveness the PCC has been divided into three subcommittees as follows: Education and Job Training

Virginia Velez Women Initiative for Self Employment WISE

Darren Gapultos The Family School

Andrea Morrison CityBuild (Mayor's Office of Community Development)

(Section 8 Client)

Manny Fernandez Marin Family Action

Ed Donelson SFHDC

Dean Honeycut City College of San Francisco (Southeast Campus)

Helen Branham Urban Solutions Gwen Strain Project FIN

Family/Children Health Services

Cynthia Selmar LCSW Department of Public Health

Ramona Woodruff-Benson Homeless Prenatal program

(Section 8 Tenant)

Beauvelen Latimore Family Ambassador Project

(Section 8 Tenant)

Social Services

Pending Project Homeward Bound Charlene Clemmens Family Service Agency Jane Gelfand Positive Resource Center

Vonnell Bettencourt Telephone Aid Living With Kids T.A.L.K. LINE

Maria Gonzalez Family Self-Sufficiency Specialist
Natasha Pulliam Family Self Sufficiencey Coordinator

Serves on all Committees

The PCC sub-committees will meet as often as n ecessary to address specific items as they arise to identify and target services for the FSS families. The FSS Coordinator will keep the other Committee members abreast as regards to the actions and progress of the sub-committees during the regularly scheduled bi-monthly group meetings of the entire PCC. Each Committee member has committed to providing an alternate member in their absence, where possible. The PCC membership will adjust as the FSS program evolves. However, the ultimate objective of the PCC members is to create an FSS program that is successful in assisting the FSS families in becoming self sufficient.

19. FSS CERTIFICATION OF COORDINATION

This is to certify that the SFHA intends to coordinate the development of service and activities under the FSS Program with Project Homeward Bound, The Department of Social Service, the Children Council and San Francisco Community College District.

Executive Director Date

San Francisco Housing Authority

Admissions and Continued Occupancy Policy (ACOP)



FY 2008

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1.0 Nondiscrimination and Accessibility

1.1 Compliance with Civil Rights Laws

- A. It is the policy of the San Francisco Housing Authority to comply with all applicable laws relating to Civil Rights, including:
 - 1) Title VI of the Civil Rights Act of 1964 [24 CFR 1];
 - 2) Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988) [24 CFR 100];
 - 3) Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 [24 CFR 8];
 - 4) The Age Discrimination Act of 1975 [24 CFR 146];
 - 5) Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern). [Title II deals with common areas and public space, not living units];
 - 6) Violence Against Women Reauthorization Act of 2005, signed into law January 5, 2005, as amended and applicable that includes but not limited to assisting victims of domestic violence, sexual violence, dating violence and stalking, maintaining confidentiality of information received, and sharing information between agencies or departments; and
 - 7) Any applicable State laws or local ordinances; and
 - 8) Any legislation protecting the individual rights of tenants, applicants, or staff that may subsequently be enacted.
- B. The San Francisco Housing Authority shall not discriminate because of race, color, national origin, sex, sexual orientation, religion, familial status, or disability in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any development or developments under the San Francisco Housing Authority's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

 ¹[24 CFR 100.5].
- C. The San Francisco Housing Authority shall not, on account of race, color, national origin, sex, religion, familial status, or disability:
 - 1) Deny any family the opportunity to apply for housing, nor deny any qualified applicant the opportunity to lease housing suitable to its needs;
 - 2) Provide housing which is different from that provided others ²

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Under the Housing and Community Development Act of 1992, SFHA is permitted to designate occupancy of certain developments for older persons (including elderly people with disabilities).

² SFHA is required to provide persons with disabilities with housing that is appropriate for their needs. This accessible or adaptable housing, although different from that provided to others, enables persons with disabilities to participate in the public housing program.

- 3) Subject a person to segregation or disparate treatment;
- 4) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- 5) Treat a person differently in determining eligibility or other requirements for admission; ³
- 6) Deny a person access to the same level of services; 4 or
- 7) Deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.
- D. The San Francisco Housing Authority shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets, or families with members who have eligible immigration status). Each applicant in a particular group or category must be treated on an individual basis in the normal processing routine [24 CFR 960.205].
- E. The San Francisco Housing Authority will not permit these policies to be subverted for personal or political favors. The San Francisco Housing Authority will not offer units in an order different from that prescribed by this policy, since doing so violates the policy, federal law and the civil rights of the other families on the waiting list [24 CFR 960.204(a)(3)(ii)].

1.2 Reasonable Accommodations Policy

A reasonable accommodation or modification is some exception or change that the SFHA makes to rules, policies, services, or regulations that will assist a resident or applicant with a disability in taking advantage of a housing program and/or dwelling. The accommodation and/or modification must be necessary for the individual with the disability to enjoy and/or use fully services offered to other residents and/or the individual dwelling unit.

- A. Reasonable accommodations can include but are not limited to:
 - 1) A change in the rules or policies or how the SFHA does things that would make it easier for a resident to live;
 - Permitting a seeing eye dog for a household in a community where pets are not allowed, or not charging a deposit for a service animal though the SFHA charges deposits for pets;
 - 3) Permitting an outside agency to assist a disabled resident to meet the terms of the lease:

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Except that SFHA is obliged to offer reasonable accommodations to applicants with disabilities. This will not affect SFHA's screening or eligibility standards, but might require SFHA to revise its procedures or practices in carrying out those standards.

This requirement applies to services provided by the San Francisco Housing Authority and by delegate agencies that operate on SFHA property. Thus, a health-screening program offered by the local health department in a SFHA community room must be fully accessible to persons with disabilities.

- 4) Permitting a live-in Personal Care Attendant (PCA) to live with a disabled resident who might need 24-hour assistance;
- 5) A change in the way the SFHA communicates with residents or gives them information.
- B. Reasonable modifications can include, but are not limited to:
 - A structural change or repair in a resident's apartment or another part of the apartment complex that would make it easier for the resident to live in a SFHA unit;
 - Altering the resident's apartment so that it can be used by a person in a wheelchair.
- C. Entitlement to a reasonable accommodation and/or modification.
 - 1) A resident or applicant is entitled by law to a reasonable accommodation and/or modification when needed because of a disability of the applicant, resident, or household member. The SFHA will grant all requests for reasonable accommodations and/or modifications that are needed as a result of a disability if the request is not unduly burdensome or requires a fundamental alteration of the housing program. In the event that such a request is not economically feasible and/or involves an administrative burden, the SFHA reserves its right to transfer the resident to a unit that fits his or her needs. If the SFHA denies a request, SFHA staff will give the resident the reasons in writing.
- D. Qualifications for a reasonable accommodation and/or modification. There must be a verifiable disability involved in order for the household to qualify for a reasonable accommodation and/or modification. The SFHA is required by law to keep all information about the disability confidential.
 - A person has a disability if he/she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
 - 2) Most serious medically treated conditions are considered to be a disability.
 - 3) A disabled resident must still be able to meet essential obligations of tenancy they must be able to pay rent, to care for the apartment, to report required information to the manager, avoid disturbing their neighbors, etc., but there is no requirement that the resident be able to do these things without assistance.
- E. Written requests for reasonable accommodations and/or modifications.
 - The SFHA will respond to all written requests for reasonable accommodations and/or modifications by providing the resident/applicant with the following forms (see attached), which will help the SFHA to better help the resident/applicant:
 - Tenant Packet for a Reasonable Accommodation or Modification (explains the SFHA policy to the resident/applicant, and provides instructions on how to apply);
 - Request for Reasonable Accommodation and/or Modification (resident/applicant completes); and

- Verification of Need for Reasonable Accommodation or Modification and Release (resident/applicant provides Care Provider address and signs Authorization to Release Information).
- F. Approval or Denial of Request.
 - 1) We will respond to the resident or applicant by issuing the attached Approval or Denial of Request for a Reasonable Modification and/or Accommodation.

1.3 Addressing Barriers to Equal Housing Opportunities

- A. The San Francisco Housing Authority will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, and the Fair Housing Amendments Act of 1988, the San Francisco Housing Authority will relocate a resident with a disability to a unit with necessary accommodations. If there is no accessible unit available, SFHA will make structural modifications to its housing and non-housing facilities [24 CFR 8.21, 8.23, 8.24, and 8.25] and make reasonable accommodations [24 CFR 100.204], or combinations of the structural modifications and reasonable accommodations, to permit persons with disabilities to take full advantage of the housing program.
- B. In making reasonable accommodations or structural modifications to existing housing programs [24 CFR 8.24] or in carrying out other alterations [24 CFR 8.23 (b)] for otherwise a qualified person with disabilities, the San Francisco Housing Authority is not required to:
 - 1) Make each of its existing facilities accessible [24 CFR 8.24 (a) (1)]; or make structural alterations when other methods can be demonstrated to achieve the same effect [24 CFR 8.24 (b)];
 - 2) Make structural alterations that require the removal or altering of a load-bearing structural member [24 CFR 8.32 (c)];
 - 3) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level [24 CFR 8.26];
 - 4) Take any action that would result in a fundamental alteration in the nature of the program [24 CFR 8.24 (a) (2)]; and
 - 5) Take any action that would result in an undue financial and administrative burden on the Authority [24 CFR 8.24 (a) (2)]. This is not applicable to housing undergoing substantial alteration.
 - 6) When the San Francisco Housing Authority is making substantial alterations (in developments with 15+ units, work whose value exceeds 75% of the replacement cost of the facility) to an existing housing facility [24 CFR 8.23] the San Francisco Housing Authority is not required to:

- a) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level [24 CFR 8.26];
- b) Make structural alterations that require the removal or altering of a loadbearing structural member [24 CFR 8.32 (c)]; and
- c) Make structural alterations to meet minimum accessibility requirements where it is structurally impracticable. Structural impracticability is defined as: Changes having little likelihood of being accomplished without removing or altering a load-bearing structural member and/or incurring an increased cost of 50% or more of the value of the element of the building or facility involved [24 CFR 8.32 (c) and 40, Uniform Federal Accessibility Standards, 3.5 and 4.1.6(3)].

1.4 Office, Facility, and Program Accessibility

- A. SFHA offices, facilities and programs used by residents must be accessible to residents with a full range of disabilities. If offices, facilities and programs are not accessible (and located on accessible routes), some will be made so, subject to the undue financial and administrative burden test. As an alternative, when comparable facilities or programs exist in accessible and non-accessible formats, the San Francisco Housing Authority may provide accessible transportation to the accessible facility to permit participation in the program [24 CFR 8.20 and 8.21].
- B. Documents intended for use by applicants and residents will be made available in formats accessible for those who have vision or hearing disabilities. For applicants or residents who have limited reading skills, staff will read and explain documents that are normally handed out to be read or completed [24 CFR 8.6].
- C. At the point of initial contact, the San Francisco Housing Authority staff will ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret and explain housing materials [24 CFR 8.6].
- D. Staff will be trained to provide examples, verbally and in written format, of complicated concepts such as eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance to enable applicants with learning or cognitive disabilities to understand as much as possible [24 CFR 8.6].
- E. Where feasible, or when required by federal or State regulations, the San Francisco Housing Authority will prepare the following information in clearly written and accessible formats:
 - 1) Marketing and informational materials
 - 2) Information about the application process
 - 3) Critical forms, form letters, and legal notices to applicants and residents
 - 4) General statement about reasonable accommodation

- 5) Orientation materials for new residents
- 6) The lease and house rules (if any)
- 7) Guidance or instructions about care of the housing unit
- 8) Information about opening, updating or closing the waiting list
- 9) All information related to applicant's rights (to informal hearings, etc.)

1.5 Providing Information in Languages Other than English

- A. Whenever dictated by significant population concentrations of persons speaking languages other than English, the above mentioned materials and messages will be made available in those languages. ⁵
- B. Applicants and residents with low English comprehension may furnish an interpreter to assist in communications with SFHA offices or programs.
- C. Limited English Proficiency (LEP) Plan (see attached)

1.6 Marketing and Informational Materials

- A. The San Francisco Housing Authority will conduct outreach activities as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts are determined by the vacancy level at SFHA sites, availability of units through turnover, and waiting list characteristics. The San Francisco Housing Authority will periodically assess these factors in order to determine the need for and scope of any marketing efforts.
- B. Marketing and informational materials will be subject to the following:
 - 1) All marketing materials must comply with Fair Housing Act requirements with respect to wording, logo, size of type, etc. [24 CFR 110];
 - 2) Marketing will describe the housing units, application process, waiting list and preference structure accurately;
 - Marketing materials will make clear who is eligible: low income individuals, families who may be elderly and or have a disability, and families eligible because of mixed income requirements;
 - 4) Marketing will be written in simple, clear language and will use more than strictly English-language print media;
 - Marketing materials will clearly describe the San Francisco Housing Authority's responsibility to provide reasonable accommodations or modifications to people with disabilities; and

⁵ **24 CFR 5.502** requires that any notice or document relative to citizen or eligible immigration status, where feasible, be provided to an applicant or tenant in a language that is understood by the individual if the individual is not proficient in English.

6) An effort will be made to target all agencies that serve and advocate for potentially qualified applicants (e.g. applicants with disabilities, to ensure that accessible/adaptable units are used by people who can best take advantage of their features).

2.0 ELIGIBILITY FOR ADMISSION

Note: Pursuant to existing Internal Revenue Service statutes (IRS), California Tax Credit Allocation Committee (CTAC) requirements, and subject to the review and approval of the San Francisco Housing Authority, each tax-credit HOPE VI development shall implement its own marketing plan, accept and process applications based on its local preferences, manage its own site-based waiting lists and on-site transfer policy. In so doing, all applicable federal laws, executed contract requirements, and agreements, and other non-conflicting local policies shall be fully complied.

2.1 Qualifications for Admission

- A. The San Francisco Housing Authority will admit only qualified applicants⁶. SFHA's housing will not be housing of last resort.
- B. An applicant (individual or family) is qualified by meeting all of the following criteria:
 - 1) Is a family as defined in Section XIV of this policy [24 CFR 5.403];
 - 2) Heads a household in which at least one member declares either citizenship or verifiable eligible immigration status. [24 CFR 200, and Subtitle G; Sec. 592 of the "Quality Housing and Work Responsibility Act of 1998" herein called "QHWRA"]; See the SFHA policy on Restrictions on Housing Assistance to Non-Citizens, (Appendix A)
 - 3) Has an Annual Income at the time of admission that does not exceed the income limits for occupancy established by the Department of Housing and Urban Development [24 CFR 960.102].
 - 4) Provides a Social Security number for each family member age 6 years or older, or certifies that a household member does not have a Social Security number [24 CFR 5.216];
 - 5) Meets or exceeds the Applicant Screening Criteria set forth in Section III, Paragraph D of this document, including attending and successfully completing a SFHA-approved orientation class [24 CFR 960.202 & 203].

2.2 Ineligibility for Admission and Placement on the Waiting List

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The term "qualified" refers to applicants who are eligible and able to meet the applicant selection standards. This term is taken from **24 CFR 8.3** "Definition of qualified individual with disabilities."

- A. No applicant may use a SFHA public housing address unless they are on the public housing lease for that unit.
- B. Persons are ineligible for admission into the SFHA public housing program if the applicant owes any back rent, utilities, or damages to the SFHA under the public housing or Section 8 program, or any other Housing Authority or Section 8 program.
- C. Under the policy for *Screening and Eviction for Drug and Other Criminal Activity* of this document (see Section V) [QHWRA; Sec. 576], persons are ineligible for housing assistance for any of the following:
 - 1) Any member of an applicant household who has been evicted from public housing or a Section 8 unit because of drug-related criminal activity within three years of the eviction date is ineligible unless the evicted tenant successfully completes a rehabilitation program approved by the San Francisco Housing Authority (which shall include a waiver of this subsection if the circumstances leading to eviction no longer exist) [QHWRA; Sec. 576(a)];
 - 2) If the SFHA determines that an applicant or any member of the applicant's household is or was, during a reasonable time prior to the date when the applicant household would otherwise be selected for admission, engaged in any drug-related criminal activity, violent criminal activity, or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other resident the SFHA shall:
 - a) Deny such applicant admission to the program or to federally assisted housing; and
 - b) After the expiration of the reasonable period beginning upon such activity, require the applicant, as a condition of admission to the program or federally assisted housing, to submit to the SFHA evidence sufficient (as provided by regulation) to ensure that the individual or individuals in the household who engaged in criminal activity for which denial was made, have not engaged in any criminal activity during such reasonable period. [QHWRA; Subtitle F; Sec. 576(c)]

For the purpose of reviewing police records for histories of criminal activity, the Authority will consider ten (10) years prior to an admissions determination, a reasonable period of time to check convictions and patterns of criminal activity.

Drug-related criminal activity is defined as "the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance...." [42 USC 1437d]

- 3) The Authority determines any member of an applicant household is illegally using a controlled substance; or
 - 4) The Authority determines that there is reasonable cause to believe that such member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of SFHA property by residents and employees.

- D. At the time of initial intake, applicants will be asked to verify that the above items do not apply to their application.
- E. Not withstanding any other provision of law, no individual shall be considered a person with disabilities, for the purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. [QHWRA; Subtitle A; Sec. 506(3)]
- F. Not withstanding any other provision of law, the SFHA shall prohibit admission to all federally assisted housing to any applicant household that includes any individual who is subject to a lifetime registration requirement under a State sex offender registration program. [QHWRA; Subtitle F; Sec. 578 (a)]
- G. The SFHA shall permanently deny admission to all federally assisted housing, any applicant or household member who has been convicted of manufacturing or producing methamphetamine (commonly referred to as speed) on the premises of federally-assisted housing. [Sec. 16; subsection (f) of the USHA as amended by Sec. 428 of the FY 1999 Appropriations Act]

2.3 Consideration of Rehabilitation

- A. When making determinations concerning applicant eligibility, SFHA may consider whether the applicant household member in question can demonstrate that:
 - They have successfully completed a supervised drug or alcohol rehabilitation program, are no longer engaging in illegal use of a controlled substance or abuse of alcohol, and have been "clean and sober" for a period of no less than twelve (12) months; or
 - 2) They have been otherwise rehabilitated successfully, are no longer engaging in illegal use of a controlled substance or abuse of alcohol, and have been "clean and sober" for a period of no less than twelve (12) months.
- B. The San Francisco Housing Authority may make inquiries to a drug abuse treatment facility that are solely related to whether the applicant household member in question is currently engaging in the illegal use of a controlled substance in cases where:
 - 1) The Authority receives information from the criminal record of the applicant that indicates evidence of a prior arrest or conviction: or
 - 2) The Authority receives information from the records of prior tenancy of the applicant that demonstrates that the applicant engaged in the destruction of property; engaged in violent activity against another person; or interfered with the right of peaceful enjoyment of the premises of another tenant. [QHWRA; Subtitle F; Sec. 575 (u)(1);3(B)(I)(II)]
- 3. For persons who previously have been evicted from public housing for drugrelated criminal activity, they must provide the SFHA with verifiable evidence that the circumstances leading to the eviction no longer exist. [42 USC 1437d]

2.4 Confidentiality

The San Francisco Housing Authority, as part of its applicant screening process, requires criminal background report information on all adult household members, credit reports, and evictions records in addition to any and all other inquiries it deems essential to determining the suitability of each applicant household for admission or continued occupancy. The Authority will use this information only for the purposes of eligibility determination and such information will not be disclosed to any person who is not an officer, employee, or authorized representative of the agency and who has a jobrelated need to have access to the information in connection with admission of applicants, eviction of tenants, or termination of assistance. For judicial eviction proceedings, disclosures may be made to the extent necessary to present the case.

2.5 Penalty

Any person who knowingly and willfully requests or obtains any information concerning an applicant for, or tenant of, covered housing assistance pursuant to the authority under this subsection under false pretenses, or any person who knowingly and willfully discloses any such information in any manner to any individual not entitled under any law to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000. The term 'person', as used in this paragraph, includes an officer, employee, or authorized representative of the San Francisco Housing Authority.

2.6 Civil Action

Any applicant for, or tenant of, any covered housing assistance affected by (A) a negligent or knowing disclosure of information referred to in this subsection about such person by an officer, employee, or authorized representative of the San Francisco Housing Authority, which disclosure is not authorized by this subsection, or (B) any other negligent or knowing action that is inconsistent with this subsection, may bring a civil action for damages and other such relief as may be appropriate against the SFHA for such unauthorized action. The San Francisco District Court of the United States, if the affected applicant or resident resides in said district shall have jurisdiction in such matters. Appropriate relief that may be ordered includes reasonable attorney's fees and other litigation costs. [QHWRA, Sec. 575(C)(5)(6)(7)]

3.0 PROCESSING OF APPLICATIONS

3.1 Registration (Pre-Application) Process

SFHA accepts and processes all registration forms in accordance with applicable HUD Regulations.

- A. SFHA registration forms shall be available throughout the San Francisco community at the following locations:
 - 1) 440 Turk Street
 - 2) All property management offices
 - 3) Section 8 Department, 1815 Egbert

The registration forms must be returned to 440 Turk Street, San Francisco. Registration forms will not be accepted at any other locations.

- 1) Registrations will be date/time stamped upon receipt.
- 2) Eligibility staff will enter registration forms into computer system by date & time.
- B. The registration process shall ask sufficient information to allow selection according to the Tenant Selection and Assignment Plan.
 - 1) All preferences with point values will be included.
- C. SFHA staff shall accept all registration forms even if an informal discussion reveals the applicant may not be eligible.
 - 1) Families will not be discouraged from registering or be rejected based on "apparent ineligibility."
 - 2) Registration forms will be accepted from persons who do not live or work in the City/County of San Francisco.
 - 3) A public housing family may contain family members who wish to apply for public housing as a separate family. These registrations shall be accepted.
- D. Monthly, the eligibility staff will mail an eligibility letter to all applicants who registered that month and who appear to be eligible.
 - 1) Notation made in computer field of original date of registration, and the input date.
- E. Monthly, the eligibility staff will mail an ineligibility letter to all applicants who registered that month and who appear to be ineligible.
 - 1) Notation will be made in computer field of original date of registration, and that ineligibility letter generated.
 - 2) SFHA staff to input into computer specific reason(s) for determination of ineligibility.
 - 3) Letter shall include specific reason(s) for ineligibility and applicant's right to dispute SFHA's determination.

3.2 Waiting List Management

A. The Authority's waiting list is administered according to HUD regulations and any applicable court orders. Applicants are placed on the waiting list by bedroom size, by date and time of application and any applicable preferences.

B. SFHA will update the waiting list periodically, at the authority's discretion, by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail. At the time of registration, SFHA will advise families of their responsibility to notify the SFHA when their circumstances, mailing address or phone numbers change.

C. Opening and closing waiting lists:

- 1) SFHA, at its discretion, may restrict registration form intake, suspend application intake, and close waiting lists in whole or in part. SFHA may elect to: close a waiting list completely; close a list during certain times of the year; or restrict registration by preference (including income in a mixed income property), type of project, by bedroom size, or type of dwelling unit.
- 2) Decisions about closing the waiting list will be based on the number of applications available for a particular size or type of unit, the number of applicants who qualify for a preference, and the ability of SFHA to house an applicant in an appropriate unit within a twelve-month period. SFHA will publicly announce any decision to close a waiting list, restrict intake, or re-open a waiting list.
- 3) During the period when the waiting list is closed, SFHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

D. Change in preference status while on the waiting list

- Applicants are responsible for contacting SFHA when the family experiences a change in the circumstances that qualifies applicants for a housing preference. Upon such notification, SFHA will review the family's preference status and adjust their position on the waiting list accordingly.
- 2) SFHA will inform applicants in writing of how the change in status has affected the family's place on the waiting list.

E. Applicants must notify SFHA of any change in address.

If applicants fail to respond to any SFHA correspondence, or if any mail sent from SFHA to the applicant is returned undelivered, the applicant will be dropped from the waiting list. Reinstatement to the waiting list will be considered if:

1) the applicant contacts the SFHA in writing within one year of the date of withdrawal from the waitlist and requests to be reinstated; and,

If the head of household on the application has removed himself/herself from the household due to domestic violence, the SFHA will consider this a "good cause" for not responding to correspondence. The head of household must provide documentation (i.e., restraining orders, court orders, a letter from a domestic violence shelter or caseworker) to verify the domestic violence circumstances.

SFHA will consider reasonable accommodation for persons with disabilities, serious medical conditions, or emergencies on a case-by-case basis.

3.3 Household Splits

If a household on the waiting list splits into two otherwise eligible families due to divorce, legal separation, or as the result of domestic violence, and the new households both claim rights to the application status on the waiting list, the SFHA will make a determination as to which household has rights to the application based on the following priorities:

- 1) Which household member applied as the head of household.
- 2) Which family unit retains the children or any disabled or elderly family member(s).
- 3) Restrictions that were in place at the time the household registered for public housing.
- 4) Role of domestic violence in the split.
- 5) Recommendations of social service agencies or qualified professionals, such as the children's protective services.

Documentation of these factors is the responsibility of the applicant households. If either, or both, of the households do not provide documentation, they may be denied placement o the waiting list for failure to supply information requested by the SFHA. If the household that does not retain the rights to the application so desires, the head of household of that household may register as a separate household. The new registration will be dated as of the new registration date, not that of the original registration.

In cases where domestic violence plays a role, the standard used for verification will be the same as that required for the "displaced due to domestic violence" preference.

3.4 Joint Custody

Children who are subject to a joint custody agreement, but who live with one parent at least 51% of the time, will be considered members of that household. When both parents are on the waiting list, and both are trying to claim the child, the parent whose address is listed on the school records, or who is receiving monetary aid from DHS, will be allowed to claim the child as a dependent. This child will be factored into the bedroom size calculation.

For the parent who cannot claim the child as a dependent, even if the joint custody agreement awards her or him 49% of the child's time in the household, s/he is not entitled to claim the child as a dependent and the child will not be used to calculate bedroom size.

4.0 FACTORS AFFECTING THE OFFERING PROCESS

Certain factors, such as bedroom size, accessible features, and unit designation, affect the "matching" of a qualified applicant family to a housing unit, and thereby influence offers of housing.

4.1 Bedroom Size and Unit Standards

The San Francisco Housing Authority will house applicants and residents according to their appropriate bedroom size. Households are matched to units according to family size, the minimum and maximum persons allowable per unit, and general occupancy standards with discretion permitted to accommodate family circumstances and family choice.

A. The SFHA has established a minimum and maximum number of persons allowable per unit using the standards highlighted in the table below. In using this table, the living room or dining room will not be used as a bedroom.

Minimum-Number-of-Persons-Per-Unit Standard

Number of Bedrooms	Max Persons/Unit	Min Persons/Unit
0BR	1	1
1BR	2	1
2BR	4	2
3BR	6	3
4BR	8	6
5BR	10	8
6BR	12	10

- B. SFHA has two categories of occupancy standards, which will be used when determining the appropriate bedroom size for a household: standards that cannot be modified and standards that may be modified.
 - 1) The following standards cannot be modified, unless it is a case of reasonable accommodation for a person with disabilities or at the discretion of the Executive Director or designee.
 - a) Two children of the same sex, regardless of age, will be required to occupy the same bedroom;
 - b) A live-in attendant may be assigned a bedroom;

- c) An unborn child shall be considered as a person in determining unit size. A single pregnant woman shall be assigned to a one-bedroom unit;
- d) Children who are temporarily away from the home because of placement in foster care, kinship care or away at school will be considered in bedroom size;
- e) Housing assistance limitation for single persons: A single person who is not elderly, or a person with a disability, or a displaced person (a person that becomes homeless as the result of a federally declared natural disaster), or the remaining member of a resident's family, will not be provided a housing unit with two or more bedrooms. [24 CFR 5.403]
- f) A displaced person [as defined in 24 CFR 5.403] may occupy a unit with two or more bedrooms if zero- to one-bedroom units are not available at the time of the displacement designation. However, upon recertification, a displaced person is subject to unit standards and will be housed in a unit according to the appropriate bedroom size;
- g) A remaining family member may occupy a unit with two or more bedrooms if the unit in which they reside is larger than a one-bedroom unit. However, upon recertification, the remaining family member is subject to the unit size standards and will be housed in a unit according to the appropriate bedroom size.
- 2) To expedite an offer of housing, the following standards may be modified at the request of the family:
 - a) Persons of different generations (parent, child, grandparent) or opposite sex (other than husband and wife) may occupy the same bedroom.
 - b) Two children of the opposite sex may share a bedroom
 - c) A single head of household parent may share a bedroom with his/her children.
 - d) Any requests by the family must be in writing and will be documented in their applicant/housing file.
- C. Under these unit standards, applicant households may be eligible for more than one bedroom size. In such instances, the family may be placed on waitlists for both bedroom sizes. For example: A mother with an infant chooses a one-bedroom unit over a two-bedroom unit to be housed quicker. At any time during the Admissions process, an applicant may remove their request to modify occupancy standards to be housed in a smaller unit. This action will not be considered a refusal of housing.
- D. For purposes of construction or rehabilitation of units, the unit bedroom size distribution will be based on the bedroom size demand from the waiting list, census tract information regarding the average size of low income families, the current SFHA population (including relocatees), budgetary and spatial limitations.

4.2 Accessible Units

A. Pursuant to eligibility requirements, the SFHA will offer available units in the following order:

- First, to a current qualified resident with a disability living in the same development that requires the special features of the vacant accessible unit and occupying a unit not having those accessibility features;
- Second, to a current qualified resident with a disability residing in another development that requires the accessibility features of the vacant accessible unit;
- 3) Third, to an eligible, qualified applicant with disabilities on the wait list; and
- 4) Fourth, to a non-disabled eligible resident or applicant.

4.3 Designated Units

- A. Listed below are four types of designated units. When such matching is required or permitted by law, SFHA will give preference to the families described below:
 - 1) Units Designated for Elderly Families ⁷ [24 CFR 945.201, 945.105, 945.203, and 945.303] in accordance with the 1992 Housing Act, elderly families will receive a preference for admission to such units or buildings covered by an approved Allocation Plan.
 - 2) Units Designated for Families with Disabilities ⁸ [24 CFR 945.105, 945.201, 945.203, 945.205, and 945.303] in accordance with the 1992 Housing Act, disabled families will receive a preference for admission to units that are covered by an approved Allocation Plan;
 - 3) Mixed Population Units ⁹ [24 CFR 945.105 and 960.401, 960.403, 960.405, 960.407 and 24 CFR 960.405] in accordance with the 1992 Housing Act, elderly families and families with disabilities will receive equal preference for admission to these units. No limit will be established on the number of elderly versus the number of families with disabilities that may occupy a mixed population property;
 - 4) Mixed Income Units units designated for families whose income is between 40 to 80 percent of the San Francisco metropolitan area median income [24 CFR 5.410(e) and 24 CFR 5.415(b)(1)].

4.4 Income Targeting

The SFHA shall ensure that at least 40% of its new admissions each fiscal year are to families whose incomes at the time of initial occupancy do not exceed 30% of the San

Elderly Family means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Disabled Family means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

A **mixed population project** is a property (or portion of a property) that was: reserved for elderly and disabled families at its inception and has retained that character; or the SFHA obtained HUD approval to give preference in tenant selection to elderly and disabled families [24 CFR 960.405]. These were formerly known as elderly projects.

Francisco area median income (AMI).

4.5 Deconcentration

The SFHA's local preferences are designed to provide for deconcentration of poverty and income mixing by bringing working families into public housing developments. The SFHA's deconcentration analysis is fully described in the PHA Plan. The SFHA will not skip names on the waiting list to promote deconcentration.

4.6 Local Housing Preferences

Section 514 of the "Quality Housing and Work Responsibility Act of 1998" (QHWRA) permanently repealed the "Federal Preferences" (Involuntary Displacement, Substandard Housing, and Paying More Than 50% Towards Rent). In response to public hearings conducted in the development of this Admissions and Continued Occupancy Policy, the SFHA has adopted the old "Federal Preferences" as "Local" preferences. The criteria for the local preferences shall be reasonably related to attaining, to the maximum extent feasible, a tenant population in each development that is composed of families with a broad range of incomes. The Authority has adopted local preferences that are reasonably calculated to attain this basic objective [24 CFR; Sec. 960.205 (c)]. Applicant families who qualify for a local preference shall have preference for admission.

A. Definition of local preferences:

- 1) First, displaced applicants qualify for involuntary displacement preference if either of the following applies:
 - a) Applicant has been involuntarily displaced and is not living in standard permanent replacement housing; or
 - b) Applicant will be involuntarily displaced within 90 days from the date of preference status verification by the family or verification by the PHA.
 - c) Involuntary displacement may be the result of:
 - Disaster
 - Domestic Violence
 - · Government action
 - Owner action (does not include rent increases)
 - Reprisal Prevention
 - Hate crimes
 - Unit inaccessibility
 - Physical violence
- 2) Second, preference shall be given to veterans and surviving spouses of veterans. A veteran is someone who is recognized by a local, state or federal government agency as a veteran, and he or she receives or qualifies for veterans' benefits.

- 3) Third, preference shall be given to homeless families current living in Department of Human Services shelter.
- B. Prohibition of preference if applicant was evicted for drug-related and/or criminal activity.

The San Francisco Housing Authority will not give any preference to an applicant if any member of the family is a person who was evicted during the three years prior to applying because of drug-related criminal activity from any assisted housing program. The Authority may consider granting a preference in any of the following cases:

- 1) If the SFHA determines that the evicted person has successfully completed a rehabilitation program approved by the SFHA; or
- 2) If the SFHA determines that the evicted person clearly did not participate in or knew about the drug related criminal activity; or
- 3) If the SFHA determines that the evicted person no longer participates in any drug-related criminal activity.

4.7 Order of Selection

The SFHA will rank and admit applicants from the wait list in accordance with the following priority categories:

Level of priority	Category One	Category Two	Category Three
1	Displaced	Veteran	Homeless
2	Displaced	Veteran	Non-Homeless
3	Displaced	No-Veteran	Homeless
4	Displaced	No-Veteran	Non-Homeless
5	Non-Displaced	Veteran	Homeless
6	Non-Displaced	Veteran	Non-Homeless
7	Non-Displaced	Non-Veteran	Homeless
8	Non-Displaced	Non-Veteran	Non-Homeless

4.8 Wait List Management

- A. Applicants may claim qualification of a Local Preference when they register for admission, or thereafter, until they are offered a unit. Prior to executing a lease, the applicant must provide the SFHA with verification that according to the applicant's current status, he/she still qualifies for the preference.
- B. Should the SFHA exhaust the pool of applications with local preferences, applications from those applicants who do not have local preference will be considered for admission.
- C. No applicant shall be denied a local preference for which the family otherwise qualifies, on the basis that the applicant already resides in assisted housing.
- D. The preference system described above will work in combination with requirements to match the characteristics of the family to the type of unit available.
- E. At the time of *full* application, local preferences will be verified. Verification of local preferences will include checking vacant records to make sure that there exists no prohibition on the granting of the preference as stipulated in paragraph 3 above.
- F. At the time of registration, each applicant must certify that he/she qualifies for a local preference. The SFHA will advise the family to notify the SFHA of any change that may affect their ability to qualify for the preference.
- G. Applicants that are otherwise eligible and are certified as qualifying for a local preference will be placed on the waiting list in the local preference applicant pool.
- H. Families that do not qualify for a local preference at the time of application will be notified in writing and advised of their right to an informal meeting to discuss the determination. The applicant will be further advised that he/she may exercise other rights if the applicant feels that illegal discrimination, based on race, color, religion, national origin, age, disability, or familial status contributed to the SFHA's decision to deny a preference. If otherwise eligible, the family's application will then be placed on the waiting list in the appropriate non-preference category based on the date and time of application.
- I. Applicants that certify/verify to a local preference at the time of initial application must be able to verify their preference status prior to the offer of a unit if the verification of preference is over 90 days old.. Applicants that cannot subsequently verify their preference will lose their preference qualification and will be reconfigured in the nonpreference category based on the date and time of application.
- J. The Eligibility Department will conduct an periodic review of all lists, asking applicants to renew their interest in public housing.

5.0 Screening Applicants, Including for Drug and Other Criminal Activity

The SFHA's developments will not be used as housing of last resort. All applicants for public housing will be screened according to the basic policies and standards set forth in the authority's Admission and Continued Occupancy Policy (ACOP).

5.1 General Principles of Screening

The screening criteria in the Admissions and Continued Occupancy Policy are based on those set forth in the HUD Regulations [24 CFR Part 960.205] and in the applicable sections of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The regulations require an assessment of the behavior of each applicant with respect to the essential obligations of tenancy as expressed in the Authority's lease. The essential obligations of tenancy may be summarized as follows:

- A. To pay rent and other charges under the lease in the manner set forth by the SFHA in the lease;
- B. To care for and avoid damaging the unit and common areas, to use facilities and equipment in a reasonable way; not to create or maintain health, safety or sanitary hazards, and to report, promptly maintenance needs;
- C. Not to interfere with the rights and enjoyment of others, and not to damage the property of others;
- D. Not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity on or near the premises; and
- E. To comply with necessary and reasonable rules and program requirements of HUD and the SFHA; to comply with health and safety codes.

5.2 Applicant Interviews and Verification Documents

- A. SFHA will schedule applicant interviews as families approach the top of **the waiting list**. In this interview, the following items will be verified to determine qualification for admission to public housing:
 - 1) Family composition and type (Elderly/Disabled/Non-elderly)
 - 2) Annual Income
 - 3) Assets and Asset Income
 - 4) Allowance Information
 - 5) Preferences
 - 6) Social Security Numbers of all Family Members
 - 7) Information Used in Applicant Screening

- 8) Deductions from Income
- 9) Citizenship or Eligible Immigration Status
- 10) Compliance w/ Admission Criteria
- 11) Criminal Background
- 12) History of payment of rent & utilities
- B. SFHA will verify all applicants' claims by: a written third party verification; phone verifications with the results recorded in the applicant file with staff signature; or, if no other form of verification is available, applicant certification. Applicants must sign releases, verification consent forms, and otherwise cooperate fully in obtaining or providing the necessary verifications. Failure on any applicant's part to provide or sign the required documents will result in the rejection of the application and removal from the waiting list.
- C. SFHA will obtain a declaration of citizenship or eligible immigration status from every household member, or a declaration on non-contending status.
- D. Applicants reporting zero income must complete a family expense form. With this form applicants will estimate the money spent on: food, beverages, transportation, health care, childcare, debts, household items, etc. Also, applicants will be asked about the status of any application or benefits through Temporary Assistance for Needy Families or other similar programs. "Zero income" applicants who are admitted into SFHA must undergo re-certifications of income according the Residential Lease Agreement and Contract every 90 days.
- E. Applicant files shall indicate the date and time of receipt of public housing information and SFHA's determination of eligible or ineligible. Eligible applicant files will also include: the unit size needed; a completed Unit Requirements Questionnaire; any applicable preference rating; and a history of housing offers highlighting the date, unit address, and the circumstances of each vacancy offered and accepted or refused.

5.3 Applicant Screening Criteria

- A. All SFHA applicants will be screened in accordance with HUD's regulations [24 CFR 960; QHWRA] and SFHA Applicant Screening. The regulations require an assessment of the behavior of each applicant with respect to the essential obligations of tenancy as expressed in the Authority's lease.
- B. All applicants must demonstrate through an assessment of current and past behavior the ability:
 - 1) To pay rent and other charges as required by the SFHA Residential Lease Agreement and Contract in a timely manner;
 - 2) To care for and avoid damaging the unit and common areas;
 - 3) To use facilities and equipment in a reasonable way;
 - 4) To create no health, or safety hazards, and to report maintenance needs;

- 5) Not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
- 6) Not to engage in any activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff;
- 7) Not to engage in drug-related criminal activity or illegal drug or alcohol abuse;
- 8) To comply with necessary and reasonable rules and program requirements of HUD and the SFHA; and
- 9) To comply with health and safety codes.
- C. The applicant's signature on the application and all other necessary consent forms authorizes SFHA to make necessary inquiries into the applicant's behavior or background as it relates to lease compliance. This includes obtaining arrest and conviction information in order to determine the likelihood of lease compliance.
- D. Information requested for applicant screening shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application. Any costs incurred to complete the application process and screening must be paid by the SFHA.
- E. Screening factors used in the application process include, but are not limited to: credit check, payment history for utility charges, current and prior landlord histories, and criminal background checks (including arrest history). If necessary, fingerprints will be used to assure the accuracy of background information obtained. Failure to meet the requirements of these "checks" will result in applicant rejection.
- F. As part of the screening process, all applicants will be required to complete a preoccupancy briefing designed by SFHA or by the resident leadership if offered at the site of intended residency and approved by SFHA. In all cases, a pre-occupancy briefing must be completed prior to occupancy of a unit. Failure to attend and satisfactorily complete the briefing will result in rejection of the application and/or withdrawal of a unit offer.
- G. Applicants determined eligible and suitable for admission will be notified by mail. This notice will include the approximate date of occupancy. However, since the date is an estimate, applicants should not expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by SFHA such as turnover rates and market demands, as they affect bedroom sizes and project location [24 CFR 960.208 (b)].

- H. Applicants determined to have negative items revealed during the screening process will be given the opportunity through a meeting, to present any "mitigating" circumstances that the SFHA will consider before rendering a determination for rejection of admission. Thereafter, applicants unqualified for admission will be promptly notified. These applicants will receive a Notice of Ineligibility from SFHA, stating the basis for such determination. SFHA shall provide such applicants with an opportunity for an informal hearing of the determination. The informal hearing for applicants should not be confused with the resident grievance process. Applicants are not entitled to use of the resident grievance process except for denial of admission because the PHA has determined that no one in the family is a citizen, national, or eligible immigrant. [24 CFR 960.208(a)]
- I. In addition to mitigating circumstances, applicants who are known to have a disability and have been determined eligible but who fail to meet the screening criteria, may ask for reasonable accommodation in order to meet the obligations of the lease and to fully participate in the program. All requests for reasonable accommodation must be submitted in writing. SFHA will not assume that an individual with a known or assumed disability requires reasonable accommodation.

5.4 The Application Process

A. The registration form:

- 1) When completing the registration form, the applicant will be required to provide answers to certain key questions concerning the applicant's eligibility, preferences, and resident history. Applicants must provide Social Security Numbers (SSN) for all family members aged six or older (or certification that application has been made for a SSN or none has ever been assigned) and the name, address and telephone numbers of current and former landlords, and past and present housing providers. Applicants must also declare citizenship status or provide sufficient information to establish eligible immigration status.
- 2) Failure to provide this information will result in the termination of application processing and possible rejection of the registration form. Housing authority staff is available to guide applicants, as needed, in understanding the application process and completing SFHA's registration and screening forms.
- B. Screening factors used in the application process include, but are not limited to: security and background check, credit check, payment history for utility charges, prior landlord history, and a home visit. Failure to complete or comply with any of these phases will result in rejection.
- C. SFHA staff will complete an Applicant Approval Form for each application file. If, at any point in the screening process, it becomes clear to staff that an applicant will not meet the screening criteria, the checklist will be signed and the rejection noted. The same procedure will be followed when applicants are certified acceptable for admission.
- D. Verification standards for checking information provided by the applicant:

- Verification by a third party: Verification by third parties must be in writing. An
 exception may be made at the discretion of the SFHA to permit phone verification
 when SFHA staff determines from all available information that written verification
 is impractical, or processing of the application is unnecessarily delayed by the
 third party's failure to respond. SFHA, at its discretion, may consider other
 available information.
- 2) After the SFHA completes the screening interview, staff will send a first mailing to the third party verification sources identified by the applicant. After 15 calendar days, if no response has been received to the first mailing, SFHA staff will contact the third party by phone, fax, or send a second mailing.
- 3) After the second mailing, if the third party does not provide either a phone or written verification, SFHA will advise the applicant that the third party is not cooperating in the verification process. The SFHA may ask the applicant to contact the third party directly to speed up the verification process. Applicants will not be <u>given</u> verification forms. All transactions will be between SFHA staff and the third party.
- 4) Phone verifications must use the same form previously mailed to the third party. All the information included in the written verification must be gathered during the phone contact. SFHA staff will complete the form. The contact person, date and time of conversation will be noted and the SFHA staff person who made the phone call will sign the form. Initials are not acceptable.
- 5) Review of documents SFHA staff will review documents submitted by the applicant when:
 - a) The information requested does not require third party verification (e.g. rent receipts and lease agreements, utility bills); or
 - b) Third-party verification is impossible. SFHA staff will copy documents into the applicant's file or list the documents and the information on them. SFHA staff will document file if unable to obtain third party verification.
- 6) Applicant certification SFHA may accept applicant certification only when required by HUD regulations or when other preferred forms of verification are impossible to obtain.

E. General procedures applicable to verifying information

- Information subject to change These verifications are valid for 90 days from the date received by the SFHA. Information may be updated by phone for an additional 30 days. SFHA will not ordinarily rely on verifications that are more than 120 days old.
- Information not subject to change the authority will verify this information only once (e.g., verification of age with birth certificates, citizenship or immigration declarations.)

- 3) Each applicant folder will include a Applicant Approval Form to track progress and verification efforts. The Verification Log will record the forms sent, date sent, and date the information is received by SFHA staff. Upon completion of a folder, the SFHA staff person will sign the Applicant Approval Form and certify as to the completeness of the File. The Applicant Approval Record will include the signatures of all staff involved in completing the intake process: a review by and signature of the staff person who made the eligibility determination to either approve or deny, a review by and signature of the staff person who processed the through the screening process, and the signature of the Eligibility Manager who conducts a final file review and approves each file for leasing.
- 4) All SFHA verification form will include the following: (a) explanation of why the information is being requested; (b) a copy of SFHA's general release of information with the applicant's signature or the applicant's signature on the verification form; and (c) the questions essential to soliciting the information required by the SFHA.
- 5) The SFHA will send third party verifications directly to the source, not through applicants. Third party verifications will include a self-addressed stamped envelope for return to the SFHA. Verifications may also be faxed to a third party with a return fax to SFHA provided the original form is later forwarded by mail and/or the fax transmission is confirmed by printed receipt at the time of transmission, or verified by phone with a notation to the file.

F. Limited inquiries into medical issues:

- Medical information is offered either to explain mitigating circumstances and/or seek a reasonable accommodation. For example, if an applicant had a poor rental history but stated that the previous history was caused by a disability that is now being successfully treated, SFHA staff will verify:
 - a) That the applicant did, in fact, have a disability,
 - b) That the former problems were caused by the disability; and,
 - c) That the present treatment, or reasonable accommodation, can be expected to prevent the recurrence of the problems.
- 2) If an applicant's former housing problems were due to the applicant's resisting or refusing treatment, the SFHA would be justified in verifying whether the applicant would be reasonably likely to continue with the current treatment. In this instance, it is not necessary for SFHA to obtain medical information beyond verifying the applicant's assertions about the reasons for past problems, the likelihood of continuing treatment, and that the treatment will remedy the problem.

G. Issues regarding former tenancy

- 1) Conditions of former tenancy may not apply to a current applicant, individual or group, where the new lessee is to be a person other than the former lessee.
- Any family member who signed a previous lease or occupancy agreement will be considered responsible for the family's former actions. Applicants will be allowed to explain any mitigating circumstances.

- 3) In cases of criminal activity, including drug related activity; the SFHA may prohibit the family member engaged in such activity from residency in a SFHA unit.
- 4) At the time of registration, SFHA staff will advise the applicant of any outstanding balances owed to the SFHA (For either public housing or section 8). Amounts must be paid in full prior to the application being accepted by the Authority.
- 5) Should the applicant successfully demonstrate to the SFHA that a charge is invalid, SFHA will reinstate the applicant to the waiting list using the original date and time of application and any applicable preferences.

H. Documentation of information received during the application process

- SFHA will accept credible evidence to verify information received during the application process. (NOTE: Refer to Section 11.0 of these procedures to review specific criteria and requirements)
- 2) Misrepresentation of eligibility, including but not limited to eligibility, award of preference for admission, allowances, family composition, rent during the application process:
 - a) If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history, or behavior in a manner that would affect eligibility, Local Preferences, applicant selection criteria qualification, allowances or rent, the application shall be rejected.
 - b) This provision shall not be applied to minor mistakes in fact (such as typographical errors) that produce no benefit to the applicant

5.5 Security and Background Check

- A. The SFHA will verify any involvement in criminal activity on the part of any applicant family member who intends to reside in the SFHA leased premises:
- Applicants will be advised at the time of intake and at the start of the screening interview that criminal behavior will jeopardize admission to a SFHA community. Criminal activity that occurs while an applicant's family is on the SFHA's waiting list will receive additional weight in SFHA's decision to reject an applicant family.
- 2) Involvement in criminal activity by any member of an applicant family that would adversely affect the health, safety or welfare of other tenants will be verified using information from the criminal records system of the City and County of San Francisco, the State of California, and the federal National Crime Information Center (the "NCIC"). The SFHA will also examine criminal histories provided by other States or municipalities, court records, and other evidence that might document any criminal activity. In addition, the current and former landlords and housing providers will be asked to indicate problems during the applicant's tenancy. The Authority will review police reports for any criminal activity during the ten (10) year period prior to consideration for admission.
- 3) SFHA may use a third party service to check criminal history. SFHA will also interview the applicant using the Interview Screening Checklist.

- 4) SFHA will use the criminal records system of the City and County of San Francisco, the State of California, the NCIC, and other states and/or municipalities to check all applicants for any evidence of:
 - a) Any and all information relative to any criminal convictions or activity, both felonies and misdemeanors within the past ten years;
 - Any and all information relative to any criminal charges that are currently pending before the court of the State of California or any jurisdiction, including the federal courts;
 - c) Lifetime sex offender registration requirement for any household member. The SFHA will check in California and any other states where any family member is known to have resided.
- 5) The criminal records system shall be used to assess the applicant's past behavior especially the commission of violent crimes, drug related criminal activity of any kind, disturbance of neighbors, or destruction of property.
 - a) Without substantial evidence of mitigating circumstances (including serving jail time and rehabilitation) the SFHA will not admit persons engaging in any criminal activity violating state and/or federal law.
 - b) Examples of criminal offenses that will be considered include, but are not limited to: disturbing the peace, drunk and disorderly conduct, threats or harassment, domestic violence, including actual or threatened violence toward members of an applicant household, assaults, destruction of property, vandalism, citations for health and sanitary code violation, possession of an unlawful weapon, criminal damage, arson, and home invasion.
 - c) In applying the above provisions, the SFHA will consider the nature of the offense and any mandatory penalties in accordance with state and federal law, including but not limited to the California "Three Strikes You're Out" Act.
- 6) Documentation of any of the following criminal activity by any applicant family member who intends to reside in the SFHA leased premises may result in rejection of the applicant family. Documentation of such activity may be considered alone or in conjunction with other criminal activity such as:
 - a) Use, distribution, or possession of illegal drugs by an applicant family member who intends to reside in the SFHA leased premises.
 - b) Documentation from the criminal records system, or other verification of criminal activity, that shows a history of property-related crimes such as burglary, robbery, larceny, weapon charges, and possession and receipt of stolen goods.
 - c) Documentation from the criminal records system, or other verification of criminal activity, that shows a history of crimes that endanger the health or safety of others such as assault, battery, public intoxication (drunk & disorderly), prostitution.

- d) Documentation from the criminal records system, or other verification of criminal activity, that shows a history of crimes that endanger the health or safety of others such as homicide/murder, rape, child molestation, spousal or child abuse, or drug related crimes as referenced.
- e) Not withstanding any other provision of law, the SFHA shall permanently prohibit admission to all federally assisted housing to any applicant household that includes any individual who is subject to a lifetime registration requirement under a State sex offender registration program. [QHWRA; Subtitle F: Sec. 578 (a)]. No mitigating circumstances will be considered.
- f) Further, the SFHA shall permanently deny admission to all federally assisted housing, any applicant or household member who has been convicted of manufacturing or producing methamphetamine (commonly referred to as "speed") on the premises of federally assisted housing. No mitigating circumstances will be considered. [Sec. 16; subsection (f) of the USHA as amended by Sec. 428 of the FY 1999 Appropriations Act]
- 7) All criminal activity will be weighed against the obligations of tenancy, including the likely impact on a SFHA community and the danger to the health or safety of residents or staff. The SFHA considers certain criminal acts or repeated criminal behavior as evidence that the, applicant is not capable of meeting lease requirements.
- B. In evaluating criminal activity or drug-related criminal activity, the SFHA will give the greatest weight for admission to applicants with no record of criminal activity or behavior of any kind; minor or infrequent offenses that do not, when taken together, indicate the pattern of a repeat offender, or a record of criminal activity with clear and verifiable evidence of improved behavior sustained over a significant period of time. (A period of improved behavior while on the waiting list will also be considered by the SFHA.)
- C. Criminal activity, drug related criminal activity, alcohol abuse, other factors and considerations will include:
 - 1) Mitigating circumstance and criminal activity¹⁰
 - a) Staff will consider the dates, subject to any local criteria, and circumstantial activity, the seriousness of the offense, whether the offense occurred only once or was repeated, and the number and duration of rehabilitation efforts, if any, and whether offender has avoided subsequent criminal activity or behavior since the offense.

Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, when verified would indicate: (1) The reason for the unsuitable rental history and/or behavior, (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, and (3) the applicant's prospect for lease compliance is an acceptable one, justifying admission.

- b) With respect to criminal behavior, evidence of any mitigating circumstances or rehabilitation must be compelling and substantial before the SFHA will consider accepting an applicant with a significant criminal history. SFHA will look for a period of time where the applicant's behavior is improved and there is no evidence of criminal activity. SFHA will consider the applicant's behavior and reputation in the community both before and after the offense, and any other evidence indicating a likelihood that the offender will not engage in any future criminal activity.
- c) However, consideration of verifiable mitigating circumstances does not guarantee that an applicant will be admitted. Evidence of certain crimes or repeated crimes can result in rejection. Evidence of mitigating circumstances or evidence of rehabilitation does not require the SFHA to disregard potentially disqualifying activity.

See the discussion later in these procedures for a review of how mitigating circumstances are considered.

- 2) Drug-related criminal activity:
 - a) SFHA will not admit current users of illegal drugs or alcohol abusers.
 - b) The Fair Housing Act explicitly states that current illegal drug users ARE NOT a protected class (persons with disabilities) and permits SFHA to reject such applicants. Further, not withstanding any other provision of law, no individual shall be considered a person with disabilities, for the purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. [QHWRA; Subtitle A; Sec. 506(3)]
 - c) Applicants who are former drug users¹¹ and whose housing histories reveal no circumstances which point to future lease compliance problems, will be considered for admission. However, if problems with housing or criminal histories emerge during screening or the applicant's own disclosures indicate that the applicant may be a current user of illegal drugs, the SFHA will require documentation that the applicant is no longer using drugs, including behavioral evidence that the applicant has made a life-style change.
 - (1) SFHA will require an applicant to document that he or she is a former user if objective evidence raises a question about whether the applicant is a current user of illegal drugs. However, demonstrating that a person is not a current user does not automatically guarantee admission. The person with disabilities is still required to meet all other applicable screening criteria.

A former user of illegal drugs is defined by ADA and 504 as "individual who has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs or has otherwise been rehabilitated successfully and is no longer engaging in such use, or is participating in a supervised rehabilitation program and is no longer using drugs, including behavioral evidence that such use is no longer occurring.

- d) Where an applicant's documentation from the criminal records system includes numerous drug-related and other crimes (felonies or misdemeanors not necessarily drug related) SFHA will deny admission, but will consider information from drug treatment centers. Successful recovery does not mean that the SFHA will ignore a background of *criminal* behavior. Demonstrating that an applicant is not a current user is only part of the screening evaluation; all other screening criteria must be met.
 - (1) The PHA will require a signed consent form by which the PHA shall submit a request to a drug abuse treatment facility with respect to each proposed household member who is at least 18 years old, and for family head or spouse regardless of age

Whose criminal record indicates prior arrest or conviction for any criminal activity that may be a basis for denial of admission; or

Whose prior tenancy records indicate that the proposed household member:

- (a) Engaged in the destruction of property;
- (b) Engaged in violent activity against another person; or
- (c) Interfered with the right of peaceful enjoyment of the premises of other residents.
- (2) The written consent form shall authorize the SFHA to:

Receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is *currently* engaging in the illegal drug use;

Receive such information from the drug abuse treatment facility, and to utilize such information in determining whether to prohibit admission of the household.

- (3) The written consent form expires automatically after the SFHA has made a final decision to either approve or deny the admission of such person.
- (4) Such confidential information will not be misused or improperly disseminated and will be destroyed no later than five (5) business days after the date on which the PHA gives final approval for admission.
- (5) If the application is denied, the information will be destroyed within a reasonable time (12 months) following the date on which the statute of limitations for commencement of a civil action based upon that denial of admissions has expired without the filing of a civil action or until final disposition of any such litigation.
- e) Alcohol abuse and screening Alcohol is a legal drug; therefore, simple use or even abuse of alcohol is not grounds for rejecting an applicant.
 - 1) It is the SFHA's policy that an applicant who the authority believes exhibits a pattern of abuse of alcohol that may interfere with the health, safety or right to peaceful enjoyment of SFHA property by residents and employee is, will be denied admission.

- 2) If screening reveals past tenancy problems, and the applicant asserts that those problems were caused by alcohol abuse that is no longer occurring, staff will verify the information by the following procedure:
 - (a) Confirm that the negative behavior was, in fact, caused by alcohol abuse:
 - (b) Document (using methods similar to those described above for former users of illegal drugs) that the applicant is no longer abusing alcohol; and,
 - (c) Review the applicant's housing history since entering recovery to ensure that no other behavior problems still exist.
- f) Confidentiality Pursuant to Section 575; (c) (5) of the Quality Housing and Work Responsibility Act of 1998 (The "QHWRA"), the San Francisco Housing Authority, when receiving criminal records, may use such information only or the purposes provided in this subsection and such information may not be disclosed to any person who is not an officer, employee, or authorized representative of the agency and who has a job-related need to have access to the information in connection with admission of applicants, eviction of tenants, or termination of assistance.
 - For judicial eviction proceedings, disclosures may be made to the extent necessary. The Secretary shall establish procedures necessary to ensure that information provided under this subsection to a public agency is used, and confidentiality of such information is maintained, as required under this subsection.
- g) Penalty Any person who knowingly and willfully requests or obtains any information concerning an applicant for, or tenant of, covered housing assistance pursuant to the authority under this subsection under false pretenses, or any person who knowingly and willfully discloses any such information in any manner to any individual not entitled under any law to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000. The term "person" as used in this paragraph includes an officer, employee, or authorized representative of the San Francisco Housing. [QHWRA; Section 575; (c)(6)]

h) Civil action - Any applicant for, or tenant of, covered housing assistance affected by (A) a negligent or knowing disclosure of information referred to in this subsection about such person by an officer, employee, or authorized representative of the SFHA which disclosure is not authorized by this subsection, or (B) any other negligent or knowing action that is inconsistent with this subsection, may bring a civil action for damages and such other relief as many be appropriate against the SFHA, the responsible entity for such unauthorized action. The district court of the United States in the district in which the affected applicant or tenant resides (San Francisco), in which such unauthorized action occurred, or in which the officer, employee, or representative alleged to be responsible for any such unauthorized action resides, shall have jurisdiction in such matters. Appropriate relief that may be ordered by such district courts shall include reasonable attorney's fees and other litigation costs. [QHWRA; Section 575; (c)(7)]

i) Records management

The SFHA is responsible for establishing a system by which all information received from police departments and/or drug treatment facilities is:

- a) Maintained confidentially in accordance with section 543 of the Public Health Service Act (12 U.S.C. 290dd-2);
- b) Not misused or improperly disseminated; and
- c) Destroyed, as applicable.

For information from drug treatment centers, not later than five (5) business days after the date on which the SFHA gives final approval for an application for admission; or

For information regarding criminal activity obtained by consent form, within a reasonable time (12 months) after the date on which the SFHA gives final approval for admission; or

If the SFHA denies the application for admission, the reports shall be destroyed in a timely manner (12 months) after the date on which the statute of limitations for the commencement of a civil action from the applicant based upon the denial of admission has expired or subsequent to an annual audit. [QHWRA; Section 575; (d)(B)]

In order to assure that only essential employees have access to these documents, the SFHA will limit their review as follows:

All requests for police reports and/or information from drug treatment centers will be made in writing and submitted to the Eligibility Manager.

The Eligibility Manager will review all requests and submit them to the appropriate reporting agency.

Upon receipt of the results, the Eligibility Manager will review each document. If the applicant's records are "cleared", the Eligibility Manager will stamp "Security Cleared" on the CCS 'PR" screen printout along with the date of clearance. The police reports or drug tests results will not be returned to the requestor. Rather, they will be kept 'in a separate File in date order and secured in the possession of the Administrative Director or his/her designee until records are destroyed as in 10a(3) above.

In the event that the reports contain information that may affect admission, the Eligibility Manger shall determine if a meeting should be scheduled with the applicant to discuss any information that might "mitigate" the unfavorable information.

5.6 Review and Checking of Credit Reports

- A. SFHA will complete a credit check on all public housing applicants.
- B. Evaluating credit history information
 - 1) SFHA will make a careful examination of the credit report. The report will be checked to determine if there are inconsistencies in the applicant's housing history as reported to the SFHA on the application form or other documents. SFHA staff will consider negative credit information in light of its impact on tenancy. Thus, poor credit with respect to non-payment or delinquent payment of utilities will be given greater weight than non-payment or delinquencies for other consumer obligations.
 - 2) If the SFHA rejects an applicant because of poor credit history, SFHA staff will advise the applicant in the rejection notice of his/her rights under state and federal law to:
 - a) Examine the credit report;
 - b) Dispute and correct inaccurate credit information. Should the applicant successfully demonstrate to the SFHA that the credit record is inaccurate and the report is corrected, the SFHA will consider reinstatement to the waiting list using the original date and time of application and any applicable preferences.
 - 3) SFHA will consider bad credit in light of any mitigating circumstances that can be documented by the applicant (e.g. loss of job, illness or medical problems that limited a family's financial resources). SFHA will also consider whether non-payment or poor payment of rent and other charges is likely to reoccur once the applicant obtains housing where the rent is calculated based on income.
 - 4) If an applicant has filed bankruptcy and this is reflected in the credit report, SFHA will determine if the Bankruptcy included debts related to tenancy and shelter costs. Applicants will not be rejected solely on the basis of the bankruptcy filing.

5.7 Utilities

A. SFHA will also interview the applicant concerning history of utility payments. Where applicants have had past responsibility for utility payments, the SFHA will use account records provided by utility companies (excluding those providing telephone and cable TV service, although these may be used as secondary indicators of ability to pay).

B. Ability to obtain utility connections

- 1) The SFHA owns public housing units where the resident is responsible for the utility payments. In accordance with the Admissions and Occupancy Policy and the lease, SFHA requires that applicants offered units with resident-paid utilities be able to secure utility service in their name and document it to the SFHA.
- 2) Present ability to obtain utility service is considered an indicator of the applicant's past performance in meeting financial obligations.
- 3) SFHA will advise all applicants of the above requirements at initial intake and remind applicants of this requirement at the start of the screening process.

5.8 Landlord and Prior Residences

A. Procedures used to verify applicant information:

- Staff will interview all applicants using the Applicant Screening Interview Checklist, Parts I and II. If the current housing provider is a relative, additional information on the applicant's ability to comply with lease terms may be collected by the SFHA.
- 2) SFHA will examine applicant's housing history over the past 5 years. In order to obtain the best available information on an applicant's housing and shelter history, the SFHA may use combinations of years and tenancies.
- 3) SFHA will examine tenancy history over a longer period of time when the information obtained from the time period is incomplete. When examining an applicant's shelter history, the SFHA will focus on those periods where the applicant made sustained periodic payments in support of shelter related costs.
- 4) Performance in meeting financial obligations will be checked first by contacting the current housing provider and two prior providers (if applicable) using the SFHA Landlord Verification Form. The form will be mailed to the landlord(s) or shelter providers identified by the applicant the Applicant Screening Interview Checklist along with a release of information form. Where there is no rental history, other forms appropriate to the family's circumstances will be used (see Section 6.0).
- 5) Checking Landlord Information (Applies to landlord information received or any screening criteria.)

- a) The SFHA differentiates between applicants who are/were the Tenant of Record (TOR) whose landlord the SFHA cannot reach and applicants who have lived somewhere without the landlord's knowledge and consent, thus making it impossible for the prior landlord to verify residency or rent payment history.
- b) The SFHA will attempt to verify that the applicant is the TOR by contacting the landlord. SFHA will also accept: a notarized letter from the TOR when the applicant is living in the unit but is not on the lease; other credible references that can verify address and tenancy status for the period under review, and any of the secondary forms of verification described below.
- c) Where a current or previous landlord is a relative of the applicant, the SFHA will give more weight to those periods where the applicant lived in a unit provided by a landlord not related to the family
- d) If no landlord references are available, SFHA will obtain a credit report and contact the current housing provider with a request that someone with knowledge of the applicant's behavior and rent payment history complete the form.
- B. Record of eviction from housing or involuntary termination from residential programs
 - 1) Sources:
 - a) Staff will check SFHA's records, landlord records and court records to determine whether the applicant has been evicted from SFHA, any other assisted housing, or any other property in the past. SFHA will also use credit or eviction service information to check for any record of evictions.
 - b) Record of termination from residential programs will be checked with police, service agencies and with any provider referred by the applicant. The SFHA will cross-match with unit records and information in the Section 8 Certificate and Voucher programs to check for termination of assistance.
 - c) Conditions of former tenancy may not apply to an applicant, individual or group. Any family member who signed a previous lease or occupancy agreement will be considered responsible for the family's former actions.
 - d) Staff must consider the mitigating circumstances of any past eviction or termination and its relevance to SFHA tenancy.
 - 2) Examples of indicators for eviction from housing or involuntary termination from residential programs are:
 - a) No record of eviction or termination from any shelter, other housing, or a residential program. Evidence of rule compliance in any residential transitional facilities, group homes) or other program in which the applicant is participating (drug treatment)
 - b) Successful completion of stay and transition from a shelter or residential program
 - c) Currently in the program and is meeting all requirements.

- d) No negative information received from the housing provider.
- e) That the applicant can meet SFHA's lease criteria on his/her own or with assistance that the applicant provides; unit or living area is clean, no destruction of property, ability to manage regular monthly payments of some kind; responds to mail and shows up for appointments; follows an applicable rules in his/her current residential situation; no record of disturbing neighbors; avoids criminal activity.
- 3) Other indicators for these criteria are:
 - a) Applicant asked to leave the program for rule violation that is not related to the SFHA lease compliance. (Example: staying out late might violate a program rule, but would not violate SFHA's lease compliance.
 - b) Applicant leaves program but returns and is accepted for continued participation.
 - c) Successful completion of a residency training program acceptable to the SFHA.
- C. Demonstration of ability and willingness to comply with the terms of the SFHA's lease and other program requirements (Note: This will be applied ONLY in the absence of satisfactory landlord documentation):
 - 1) If an applicant is able to document that he or she could comply with the SFHA lease terms as demonstrated in the current and former residences through a combination of landlord references and the home visit, this criterion will be considered satisfied. Ability to comply with SFHA lease terms will be checked only in the absence of satisfactory landlord documentation.
 - 2) If any current conditions of occupancy can be considered in light of the SFHA's lease requirements, staff will send the appropriate verification forms. Staff will also complete the Parts I and II of SFHA's Applicant Screening Interview Checklist in an interview with the applicant
 - 3) If the provider is unable (the provider may have no knowledge that the unit is housing two families) or unwilling to complete the verification process, the SFHA will send appropriate forms to other third parties or persons with knowledge of the applicants current living arrangements or to the host family. If the host family completes the form, SFHA will judge the completed form in light of any family ties between the host family and the applicant family.
 - 4) These forms may bring to light mitigating circumstances or reasonable accommodations an applicant may need (to care for the unit or manage money, for example) and enable SFHA to determine that the applicant has such services (provided by a third party) in place before the applicant is admitted.
 - 5) Ability and willingness to comply with the lease term may be demonstrated by the following actions:

- a) The applicant can meet these criteria on him/her own or with assistance that the applicant obtains;
- b) Based on a home visit, the unit or living area is clean with no evidence of applicant caused health or safety problems;
- c) No record of, or home visit, yields no evidence of destruction of property;
- d) Ability to manage regular monthly payments of some kind;
- e) Responds to mail and shows up for appointments; follows any applicable rules in his/her current housing or shelter situation;
- f) No record of disturbing neighbors; avoids criminal activity.
- 6) In addition, compliance with lease terms can be demonstrated by the following:
 - a) Evidence of rule compliance in any residential program (shelters, transitional facilities, group homes) or other program in which the applicant is participating;
 - b) Job or school references;
 - c) Completing, a pre-occupancy briefing acceptable to the SFHA.

5.9 Resident Participation in the Intake and Screening Process [24 CFR 960.206(c)]

- A. Mitigating Circumstances As required by **24 CFR 960.205 (d)**, SFHA will consider mitigating circumstances for negative information received that would likely result in the rejection of an application for housing.
- B. Resident involvement in applicant pre-occupancy orientation All applicants are required to complete a pre-occupancy briefing designed by SFHA or by the resident leadership. A pre-occupancy briefing may be designed to address Authority-wide issues, site-specific issues, or a combination of both. While SFHA and its residents will design the orientation, all orientations will be required to include the following topics:
 - 1) Rights and responsibilities of SFHA and the resident;
 - 2) How rent is calculated:
 - 3) Security issues;
 - 4) Recertification requirements;
 - 5) The lease;
 - 6) The move-in inspection:
 - 7) Care of the unit and how to request maintenance;
 - 8) Reasonable accommodations and modifications for persons with disabilities;
 - Services available in or near the development;
 - 10) The resident association;

- 11) How to conserve utilities, read a utility bill, and family budgeting;
- 12) Family choice of rental payment; [QHWRA; Sec. 523]
- 13) Site specific disaster/emergency evacuation plans.

SFHA may contract with other entities to deliver the pre-occupancy orientations. All applicants must attend the orientation in order to complete the screening process. Failure to attend the orientation will result in the rejection of the applicant and removal from the waiting list.

- C. Admissions Advisory Committees The SFHA encourages RMC's and Tenant Associations to develop Admissions Advisory Committees (AAC). This policy establishes the framework under which these committees must operate:
 - 1) An AAC will interview applicants and review selected information about applicants being considered for housing at each site;
 - 2) All committees will use a standardized questionnaire developed in conjunction with SFHA and approved by the Administrative Director of the Customer Services Department prior to their use;
 - 3) Questionnaires must not include questions previously asked by the Eligibility Department during the admissions process;
 - 4) Residents serving on an AAC are subject to applicable fair housing laws and will be required to successfully complete training on fair housing laws to be provided by the Customer Services Department;
 - 5) Violations of ethical or privacy standards or discrimination by any committee member will result in dismissal from an AAC;
 - 6) Residents involved or employed by SFHA in other parts of the screening process (i.e. Home Visit Teams, Mitigating Circumstances Review Boards, etc.) are prohibited from being members of an AAC.
- D. Resident Welcome Committees Sites that create an AAC must also establish a program of post-occupancy follow-up (sites without an AAC can establish a program at their discretion). The AAC will work with the Housing Manager to design a follow-up "welcome" program for new residents at each property. The objective of the post move-in follow-up will be to provide additional orientation through resident-to-resident assistance so that new families do not become isolated and issues of lease noncompliance (if any) can be addressed early in order to avoid the process of eviction. Post-occupancy follow-up must include at least one (1) apartment visit within 30-60 days of new resident move-in.

5.10 Public Housing Orientation (pre-Occupancy briefing)

A. Completion of a pre-occupancy briefing designed by the SFHA in cooperation with existing residents or delivered by a third party under contract to SFHA will be required by all applicants.

- B. Attendance, behavior during the briefing, and satisfactory completion of the briefing, are part of SFHA's screening criteria. Failure to attend and satisfactorily complete the program will result in rejection of the application.
- C. The briefing will typically be offered when the applicant is within 90 days of being offered a unit (Applicants that fail a home visit may be referred to this program on a different schedule than that noted here.) A pool of applicants that have successfully completed the briefing will be maintained by the SFHA. A unit will riot be offered until an applicant successfully completes the program.
- D. The briefing, once implemented, may include the following topics:
 - 1) Program purpose and relationship to SFHA's screening
 - 2) How screening relates to lease compliance
 - 3) Keeping the unit clean
 - 4) Review of the SFHA's lease requirements, house rules, safety and security issues
 - 5) Information on the SFHA's Family Self-Sufficiency Program
 - 6) Rights and responsibilities of the SFHA and the resident
 - 7) Procedures that will be followed should lease violations occur
 - 8) SFHA's obligation to make reasonable accommodations for person with disabilities
 - 9) The role of the resident council
- E. If requested by an applicant, SFHA will make reasonable accommodations to allow full participation by the applicant, or household member, if notified in writing at least 48 hours prior to the briefing.

5.11 Recommendation of Admission or Rejection

- A. When a determination of eligibility and qualification for Local Preferences has been made and either the verification forms have been returned or telephone verifications obtained, and the Home Visit and the pre-occupancy briefing completed, staff will make a recommendation of Admission or Rejection. This determination will be based on the following:
 - Responses from current and at least one former landlord or response from housing providers other than a private landlord (if applicable) - All positive or neutral responses would mean the applicant family can be recommended for admission. The applicant must be considered capable of and willing to comply with the SFHA's lease terms for a recommendation of admission;
 - 2) Responses from utility suppliers (if applicable) A positive or neutral response that is consistent with the landlord information would result in a recommendation of admission:

- Subject to SFHA's consideration of any mitigating circumstances, no member of the applicant family, 7 years of age or older, should be currently involved in criminal activity, have charges pending, or be convicted of a felony for a recommendation of admission;
- 4) Credit reports or eviction services information (if applicable) the applicant must have a neutral or good record for a recommendation of admission. This would include no evictions due to lease violations or non-payment of rent within the past three (3) years or past three (3) tenancies whichever is longer.
- 5) Pre-occupancy briefing SFHA requires that applicants with poor housekeeping or a lack of verifications in any two of the screening criteria attend a resident orientation program. The applicant must receive a satisfactory or better rating for completing the program.
- 6) Admissions Folder Checklist Staff will complete a File Completion Checklist for each application file. If, at any point in the screening process it becomes clear to staff that an applicant will not meet the screening criteria, the Checklist will be signed and the decision to reject noted. The same procedure will be followed when applicants are certified acceptable for admission.
- B. Supervisory review of folders Difficult cases will be forwarded to the *Eligibility Manager* for discussion and review. The first step in the supervisory review of a difficult case is a determination of the file completeness. If any information is missing or the case for rejection or acceptance is not compelling, the file will be returned to the appropriate staff person for further work.
- C. Quality Control (QC): From time to time selected folders will be sent to the appropriate supervisor for a quality control review. The supervisor will review the folder, and initial the checklist. On a monthly basis, supervisors will perform quality control reviews by reviewing folders at random. Information in the folders will be verified against the information in the computer. Results of the QC review will be shared with staff. Further, the results of the QC will be considered in evaluating staff performance.
- D. The following list of factors will not be considered in making a decision to reject any application:

Race, Color, Religion, Age, Source of Income, Sex, Marital Status, Parental Status, Sexual Preference, Political Ideology, Handicap or Disability (including mental or physical), Ancestry, or National Origin.

E. If negative screening information is received on an applicant, Eligibility Manager will review the file. If the Supervisor determines that the applicant does not meet the minimum screening criteria, the applicant will be sent a notice of ineligibility for admission. In accordance with federal regulations (24 CFR 960.205 (d)), the notice of ineligibility will include information to the applicant that s/he has a right to an informal review to discuss mitigating circumstance, or request a reasonable accommodation, that will reverse the denial of admission. The applicant must request the informal review no later than ten (10) days after receipt of the notification.

If a person has a known disability, mitigating circumstances, or reasonable accommodation, will be considered if such will allow the applicant to fully participate in the program and meet the obligations of the lease.

Mitigating circumstances, or reasonable accommodations, will not be considered for applicants who are subject to lifetime sex offender registration or who have been convicted of manufacturing methamphetamine on the premises of federally assisted housing.

F. The informal review shall consist of the Eligibility Manager (and possibly the Director of Public Housing Operations or the Section 8 Administrator). The results of the informal meeting will be provided to the applicant in writing no later than five (5) working days after the informal review.

5.12 Acceptable Documentation

- A. In addition to, in support of, or in lieu of a landlord verification form, the SFHA will accept credible evidence of rent payment, utility payments in the form of canceled rent checks or money orders for any period of tenancy under review. SFHA will review up to 12 months of receipts or bills, unless the applicant documents that a shorter period time is applicable.
- B. Acceptable documentation for an applicant's history with respect to disturbances, destruction of property damages, housekeeping habits, and care of the unit are:
 - Completed "Landlord Verification" Form for all previous tenancies as required by these procedures. The form includes questions related to this screening criterion, specifically questions on caning for the unit, and questions or applicant behavior while a resident.
 - 2) If no landlord verification is possible, a completed Part I of the "Applicant Screening Interview Checklist" and completed verification forms with any discrepancies in the information on these forms resolved to the SFHA's satisfaction. Forms will include questions for both the applicant and third parties applicable to "the ability to care for the unit, general lease compliance, and ability to perform activities that related to lease compliance."
 - 3) No criminal offenses or criminal activity as reported through state and local criminal records system.
- C. When evaluating documentation received with respect to disturbances, destruction of property, damages, housekeeping habits, and care of the unit, SFHA will give the greatest weight for admission to applicants with:
 - No record of activity or behavior that would disturb other residents or neighbors peaceful enjoyment of their accommodations; no record of activity or behavior that resulted an apartment unit or residential facility of any kind, grounds or common area associated with such apartment or facility, the real or personal property of neighbors.

- 2) No record of activity or behavior (especially housekeeping) that resulted in safety violations, unsanitary or unhealthy conditions in a unit Evidence that the applicant reported maintenance problems to the Landlord in a timely manner.
- 3) Where objectionable behavior has occurred, clear evidence of mitigating circumstances and evidence that the applicant ceased the behavior or activity and, where applicable, made restitution (monetary or otherwise) to persons affected.
- 4) Where damage to property occurred clear evidence of mitigating circumstances such that the applicant ceased the behavior or activity and, where applicable, made restitution (monetary or otherwise) that resulted in the property being restored to a decent, safe, and sanitary condition (e.g. paid reasonable charges for the cost of repairs).
- D. Other indicators for applicant's history with respect to disturbances, destruction of property, damages, housekeeping habits, and care of the unit are:
 - 1) Caring for one's room or space (especially when living with someone else or in a shelter, or group home);
 - 2) Maintaining any physical space (perhaps related to a job);
 - 3) Availability and use of a chore service or other assistance with care of the unit;
 - 4) Live-in aide available;
 - 5) When offered by SFHA, successfully answering questions about how to care or an apartment and successful completion of a residency training program acceptable to the SFHA.
 - 6) Treatment of others with whom s/he lives:
 - 7) Treatment of administrators or other participants in programs that the applicant is or has participated in;
 - 8) Recent school and work relationships:
 - 9) When offered by the SFHA, behavior during completion of residency training programs acceptable to the SFHA.

5.13 Screening Criteria and Procedures – Applicants with Disabilities

- A. Meeting Section 504 access and communications requirements during the application process
 - If an applicant has difficulty completing written forms, SFHA will permit the applicant to bring someone to the interview to assist them. Other reasonable accommodations will be considered on a case-by-case basis. Third party verifications will not be given to applicants. SFHA staff will contact the third party directly.

- 2) To insure the opportunity for equal access to housing benefits and program related services, SFHA will make reasonable accommodations for applicants with disabilities. SFHA will also make sure that forms and other documents completed by applicants are available in accessible formats. If requested by the applicant with disabilities, SFHA will provide sign language interpreters and/or other auxiliary aides.
- SFHA will confirm the presence of a disability, but will not make inquiries about its nature or extent, prior to making any accommodation or providing auxiliary aides.
- 4) At the time of initial application, the SFHA will provide a notice to all applicants that explains Section 504 and Fair Housing requirements including the right to request reasonable accommodations.
- 5) Intake and screening interviews and other meetings required during the application process will be conducted at accessible locations. SFHA will make arrangements with the applicant to meet at home or at a location that is accessible.
- 6) SFHA will not make accommodations that cause a fundamental alteration in the nature of the program or create undue financial and administrative burdens.
- B. Mitigating circumstances for all applicants and reasonable accommodations for applicants with disabilities
 - 1) It is illegal to reject an applicant because he or she is a person with a disability, or for reasons that could be overcome by SFHA's reasonable accommodation of the applicant's disability or handicap. If, even with reasonable accommodation, applicants with disabilities or handicaps cannot meet essential program requirements, it is permissible to reject them.
 - 2) Such inability to meet program requirements might arise because of behavior or performance in past housing, inability to comply with the terms of SFHA's lease, or needed services from SFHA's staff that represent an alteration in the fundamental nature of SFHA's program (e.g. Services to residents that are beyond the scope of the housing program, services not a part of the program.)
- C. Meeting 24 CFR Part 5, Subpart F, and the Section 504 regulation requirements for processing applicants including persons with disabilities:
 - 1) Stage 1: eligibility review (applies to all applicants)
 - a) The first stage of processing is the determination of program eligibility. At this point verification of disability or handicap is needed only to determine eligibility for a unit with accessible features or units in properties designated for use by special populations. In addition, a verification of disability will also be needed where an applicant claims deductions for income specific to them status as an elderly/disabled household.

- b) For admission to certain properties, "disabled family" status is required to meet the eligibility criterion related to that property (besides qualifying the member for a special deduction in rent computation and conferring a preference in assigning units in designated buildings). Once an applicant has been determined to have a disability or handicap, no further reference should be made to that fact unless the application reaches the third stage of processing.
- 2) Stage 2: Applying the applicant selection criteria (applies to all applicants)
 - a) The second stage of processing is applying the applicant selection criteria contained in this procedure. Thus, an applicant who happens to have a disability or handicap but is able to demonstrate a history of meeting financial obligations, caring for a rental unit, avoiding disturbing neighbors and destroying property, eschewing criminal behavior, and, if necessary, ability to comply with SFHA's lease, would be recommended for admission with no further reference to or consideration of any disability or handicap. Neither mitigating circumstances nor reasonable accommodations will be an issue for any applicant who passes the applicant selection criteria.
- 3) Stage 3: Seeking mitigating circumstances or reasonable accommodation (for applicants with disabilities only)
 - a) The third stage of processing would only come into play if an applicant could not meet one or more of the applicant selection criteria discussed in these procedures. At this point, applicants with disabilities or handicaps are entitled to considerations of reasonable accommodations.
 - b) Prior to issuance of a Notice of Rejection, staff will hold a follow-up meeting, with any applicant known to have a disability or handicap who cannot meet one or more of the applicant screening criteria. The purpose of the follow-up meeting is to determine whether it is possible to admit the applicant through consideration of mitigating circumstances (available to all SFHA applicants) or by applying reasonable accommodation (available only to applicants with disabilities).
 - c) Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified, would indicate both:
 - i. The reason for the unsuitable rental history and/or behavior; and
 - ii. That the reason for the unsuitable rental history and behavior is no longer in effect or is under control and applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information already gathered in the resident screening process.

For example, if an applicant's previous history of disturbing neighbors was very poor, but his recent behavior was much improved, SFHA could consider this mitigating circumstance. Applicants have a responsibility to provide credible evidence to document the improvement if the file contains only data about the former problems. SFHA, with the applicant's cooperation, will seek third party verification of applicant claims of improved behavior.

- d) If the evidence of mitigating circumstances presented by the applicant relates to a change in medical conditions or course of treatment, SFHA shall have the right to refer such information, subject to the applicant's authorization, to persons qualified to evaluate the evidence and verify the mitigating circumstance
- e) SFHA shall also have the right to request further information reasonably needed to verify mitigating circumstance. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or reasonable accommodation. (See below.) If the applicant refuses to provide further information, SFHA will give no further consideration to the mitigating circumstance.
- f) Screening personnel must keep in mind that an applicant with a handicap or disability who may, for example, be unable to care for a current apartment alone, may still qualify as able to comply with the lease if he or she can demonstrate that assistance with caring for the unit has been secured. Such assistance could be in the form of a Live-in Aide, or it could be a friend, family member, chore service or employee of the applicant. It is not the province of the SFHA to make judgments about the best way to provide assistance, but simply to determine whether the assistance will enable the applicant to meet the screening criteria.
- g) If some form of assistance is needed to enable an applicant to comply fully with the lease terms, screening staff should obtain verifications that such assistance is available to the applicant.
- D. Reasonable accommodations for applicants with disabilities (disability status subject to verification)
 - 1) If no mitigating circumstances exist that satisfy SFHA's applicant selection criteria, the SFHA must consider reasonable accommodations requested by the applicant or structural modifications that SFHA could make to eliminate administrative or architectural barriers to housing the applicant.
 - 2) Reasonable accommodations may take the form, of changes in rules, policies, practices, or services (if provided by the SFHA), when such accommodations are necessary to afford a person with disabilities equal opportunity to participate in the program or to use and enjoy a SFHA dwelling unit, including public and common use areas. For example, approving an applicant for a larger unit (waiving the unit occupancy standards) to permit occupancy by a live-in aide who would assist the applicant with some aspect of lease compliance the applicant could not otherwise achieve.
 - 3) Structural changes include physical changes made to the unit, building, development or grounds.

- 4) Accommodations or structural modifications, to be considered reasonable, must not cause undue financial or administrative burdens or an alteration in the fundamental nature of SFHA's public housing program. If a service is necessary for compliance with the lease, SFHA cannot be required to provide it to an applicant with a disability if it is not provided to other residents; but the SFHA must consider admitting that applicant if he or she can document that the service will be provided by others at no cost to the SFHA.
- E. Screening and substance abusers see Section 5.3.
- F. Rejecting applicants with disabilities Any applicant with a disability or handicap who cannot meet the applicant screening criteria taking into account possible mitigating circumstances, reasonable accommodations by the SFHA, or services needed for lease compliance verified to be provided to the applicant by others, must be rejected.

6.0 TENANT SELECTION AND ASSIGNMENT PLAN

The SFHA will offer one (1) offer of a public housing unit to each applicant approved for the public housing program. The sequence of unit offers will be based upon date and time the application is received, type and size of unit needed and selected by the family, and factors affecting preference or priority that are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto [24 CFR 1.4(b) (2) (ii) and 100; QHWRA, Sec. 525].

6.1 Preference Point System

The SFHA has allocated points for each local preference as follows:

Displaced 5 points

Veterans 3 points

Homeless Families currently in Shelter 1 point

6.2 Waiting List and Offers of Housing

A. All registrations (pre-applications) are time and date stamped upon receipt by the Eligibility Department. Applicants will be placed on the appropriate waiting list(s) by date and time of application and any applicable local preferences.

For example, a family may choose to be on both the two-bedroom waiting list and the three-bedroom waiting list if the family meets the Occupancy Standards criteria for both bedroom sizes.

- B. SFHA will monitor the waiting list and schedule applicant interviews based on projected turnover. The objective is to maintain a ready pool of eligible and suitable applicants to which offers of housing will be made. SFHA may permit private management companies to conduct eligibility and suitability screening.
- C. This assignment plan will be maintained in a central location, the Eligibility Department.
- D. Eligibility staff will regularly check and ensure that verifications for preferences, income and family composition are current within 90 days for approved ("Applicants to be Referred") families near the top of the waiting list.
- E. In the process of making unit offers, the Eligibility Department will refer to the "Applicants to be Referred" list following the Administrative and Priority Transfer List.
 - 1) The Eligibility Department will ensure that all approved applicants are placed on the "Applicants to be Referred" list.
 - a) For example, 3-bedroom elderly or disabled families shall be placed on the 3-bedroom general occupancy (family) list if there are no 3-bedroom units in elderly/disabled developments.
 - b) Families needing wheelchair accessible units or other accessibility features shall be indicated on the "Applicants to be Referred" list, and shall be listed in preference order with all other applicants.
 - c) Families needing a downstairs unit will be indicated on the "Applicants to be Referred" list.
- F. Eligibility Staff will next refer to the "Vacant Unit Analysis Report" when making unit offers.
 - Property Management and Maintenance Staffs will ensure that all units, vacant and expected to become vacant, are on this list, in chronological order (unit vacant longest is listed first)
 - 2) Codes on the "Vacant Unit Analysis Report" shall clearly indicate which units are ready for referral (i.e., units not undergoing extensive modernization or casualty damage, in litigation, or other condition expected to keep the unit uninhabitable for two or more months). NOTE: Good communication processes and protocols between eligibility, property management and maintenance departments shall be given high priority.
 - 3) The fields on the "Vacant Unit Analysis Report" indicating "Estimate Ready" and "Actual Ready" shall be updated daily, as required.
 - 4) Only units on the "Vacant Unit Analysis Report" that are ready or expected to be ready within two months shall be referred.
- G. Eligibility staff will next refer to the "outstanding offers"

- 1) Eligibility staff shall ensure that elderly/disabled families needing a 3-bedroom or larger unit are offered appropriately sized units in general occupancy (family) developments in correct preference/date order, if there are no units of that bedroom size in Mixed Population (elderly/disabled) developments.
- 2) For Mixed Population developments, only families coded "E" (elderly/disabled) will be selected.
- Eligibility staff shall ensure that "Applicants to be Referred" list is clearly coded for families needing downstairs units only, wheelchair accessibility, or other accessibility features, and will refer to applicant file before making referrals.
 - a) For example, an upstairs unit will not be offered to a family who indicated that they must have a downstairs unit.
 - b) See "Occupancy of Dwelling Units with Accessible or Adaptable Feature" for order of offers of accessible units.
- 4) Families needing wheelchair accessibility units will be offered the next available public housing unit (see good cause for refusal).
- H. Eligibility staff will mail a offer letter (and follow-up with a telephone call) to the first applicant at the top of "Applicants to be Referred" list, of the appropriate bedroom size, to offer that applicant the unit at the top of the "Vacant Unit Analysis Report"
 - 1) "Top of list" is defined as the applicant with the highest preference points and the oldest application date.
 - a) For example, an applicant who applied for public housing in 1998 but was approved in 2001 would be higher on the list than an applicant with the same preference points who applied for public housing in 1999 but was approved in 2000.
 - 2) The eligibility staff shall send the offer letter out the same day, with offer of the specific unit, requiring applicant to accept or reject within five (5) days.
 - 3) Staff shall input the date of unit offer in the "Outstanding Offers" report.
- I. Eligibility staff will place a telephone call to the second applicant at top of "Applicants to be Referred" list, of the appropriate bedroom size, to offer 2nd unit at top of "Vacant Unit Analysis Report.
 - a) Staff shall send offer letter out same day, with offer of specific unit.
 - b) That day's date will be entered in the "Outstanding Offers" report.
- J. Eligibility staff will refer each vacant or expected-to-be vacant unit out every five (5) days
 - 1) If the date the unit on this list was offered is five days from this day, the unit will be offered again.
 - a) For example, if date unit offered indicates "11/03/01", the unit will be offered again on "11/08/01"
 - b) If date unit offered indicates "11/15/01, the unit will be offered again on "11/20/01"

- K. Staff shall continue offering units following procedure above until unit is accepted and leased.
- L. Applicants who do not respond to the unit offer letter within five (5) working days of the date of the notice will be considered "non-responsive" and withdrawn from all waiting lists.
- M. SFHA will maintain records of units offered, including location, date, and circumstances of each offer, and each acceptance or refusal, including the reason for the refusal. The Eligibility Department *must* record this information in CCS for the purpose of identifying "hard to market" units.

6.3 Acceptance or Rejection of Offer

- A. After accepting the offer of housing, the applicant will be shown a vacant unit in their referred location. Units and applicants are matched based on the size and type of housing required by an applicant, taking into account priorities for accessibility and allocation plans. If more than one unit of the appropriate size and type is available, the first unit offered to the applicant will be the first unit ready with the oldest vacancy date.
- B. The Eligibility Department will withdraw the application after the applicant declines the offer of housing (without "good cause"). The applicant will have the option to reapply.
- C. If an applicant is willing to accept the unit offered but is unable to move at the time of the offer or if acceptance of the offer of a suitable vacancy will result in undue hardship not related to considerations of race, color, sex, religion, disability, or national origin, the applicant will keep their place on the waiting list [24 CFR 1.4 (b)(2)(ii) & (iii)]. The applicant must be able to document that the hardship claimed is "good cause" for refusing an offer of housing. Where "good cause" is verified to SFHA's satisfaction, the refusal of the offer shall not require that the applicant be dropped to the bottom of all waiting lists or otherwise affect the family's position on any waiting list. [24 CFR 85.42].
- D. Examples of good cause reasons for the refusal of an offer of housing (public housing or alternative housing opportunity) include, but are not limited to:
 - 1) The unit is not of appropriate size or type;
 - Inaccessibility to source of employment, education, or job training that would require an adult household member to quit a job, drop out of an educational institution, or job training program. Or inaccessibility to children's day care or educational program that would take a child out of day care or an educational program;
 - 3) Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;

- 4) The family demonstrates to SFHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency or a threat assessment that verifies danger from criminal activity. Reasons offered must be specific to the family (e.g. hate crimes). Refusals due to location alone are not good cause;
- 5) The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.
- E. Examples of good cause related to an applicant's willingness to accept an offer but inability to move at the time of the offer include:
 - A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;
 - 2) The family head, spouse or sole member is serving on an impaneled jury.

6.4 Housing Transfers and the Offering of Units

Two types of transfers will take priority over new admissions: Administrative Transfers, and Priority Transfers will be offered housing before new admissions as appropriate. See Transfer Policy, Section 8.0 of this document.

6.5 Occupancy of Dwelling Units with Accessible or Adaptable Features

- A. Units with accessible or adaptable features will be first offered to current residents in need of the units' features before offering such a unit to an applicant with a disability.
- B. Offers of housing for all accessible or adaptable units will first be made to current residents having a disability that requires the special features of the vacant unit. (A transfer of the occupant with disabilities from a non-adapted unit to the vacant accessible/adapted unit).
- C. If there is no current resident in need of the unit, the unit will be offered to an eligible applicant having a disability that requires the special features of the vacant unit [24 CFR 8.27 (a) (1) (2) and (b)].
- D. If there is no such applicant and the SFHA offers the unit to an applicant without a disability, SFHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant [24 CFR 8.27 (a) (1) (2) and (b)].

6.6 Offering of Designated Units

- A. Designated units will be first offered to applicants whose household characteristics "match" those of the vacant unit available.
- B. By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing ahead of families higher on the list with an earlier application date.
- C. If there are no "matching" families on the waiting list, the unit will be offered to the family at the top of the waiting list for the appropriate bedroom size, according to the following rule: applicants that are elderly, have a disability, are displaced, or near-elderly family will be given occupancy preference over a single person applicant who is not an elderly, have a disability, displaced, or near-elderly person. This preference exists regardless of the single person applicant's date of application [24 CFR 5.405(b)].

7.0 Leasing and Occupancy of Dwelling Units

7.1 Showing Units Prior to Leasing

- A. When offering placement in a development, SFHA will provide the applicant with information describing the property and neighborhood. Eligibility staff will be familiar with SFHA's housing sites. If the offer of housing is accepted by the applicant, the development's property manager will be advised of the offer by Eligibility staff, and the date and time when the applicant will view the unit to be leased or a comparable unit.
- B. Managers will only show and lease units of the appropriate size and type. If the applicant accepts the unit, the manager will verify when the unit will be ready for occupancy and execute a lease. If the applicant refuses the unit, a signed reason for refusal must be obtained from the applicant. The refusal form is then sent to Eligibility for a "good cause" determination (see Paragraph C of this section for definition of good cause). No lease will have an effective date before the unit is ready for occupancy [24 CFR 966,4 (i)].

7.2 Unit Inspection

Before a family is admitted into a unit, the Property Manager and the family shall physically inspect the unit. This is to assure that the unit meets minimum habitability requirements, pursuant to state law, and to jointly establish the initial physical condition of the unit. The Property Manager will furnish the family with a written statement of the condition of the unit and the equipment provided with the unit. The statement shall be signed by the Property Manager and the family and a copy of the statement will be kept in the client file. Subsequent damages, except for normal wear and tear or a verifiable act of God, will be deemed as tenant damage by either the family or its guest(s).

7.3 General Leasing Policy

- A. Units will be leased without regard to the race, religion, sex, age, national origin, disability or familial status of applicants, except as specifically provided herein.
- B. All SFHA units will be occupied pursuant to a signed SFHA *Residential Lease Agreement and Contract* that complies with HUD's regulations. [24 CFR Part 966]
- C. The lease shall be signed by the head, co-head, and all other adult members of the household and by the Executive Director or other authorized SFHA representative, prior to actual admission. [24 CFR 966.4 (p)]
- D. Changes in family composition, income, or status or if a disability occurs between the time of the eligibility interview and the leasing of the unit will be processed at the Eligibility Department. Changes occurring between annual re-examinations will be processed at the developments.
- E. If a resident transfers from one SFHA unit to another, a new lease will be executed for the dwelling into which the family moves. [24 CFR 966.4 (c)(3)]
- F. If at any time during the life of the lease agreement and contract, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
 - 1) A new lease contract will be executed;
 - 2) A Notice of Rent Adjustment will be executed; or
 - 3) An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions will be made within the lease. All copies of such riders or insertions are to be dated and signed by the resident and by the Executive Director or other authorized SFHA representative. [24 CFR 966.4]
- G. Public Housing Management and Maintenance will provide Eligibility with appropriate notice as to the date units will be vacant and ready by using the designated computer system and coding. Modernization and Redevelopment will also advise Eligibility in writing on available vacant and ready units.

7.4 Security Deposit Policy

- A. It is the desire of the authority to establish a security deposit policy which encourages the families to take better care of their units, to reduce authority expenditures for renovation of units, to reduces the number of residents vacating without notice, to reduce accounts receivable for residents who leave owing unpaid balances, and to reduce the collection and collection agency fees for vacated residents.
- B. For this reason, the amount of the Security deposit owed by the family shall be the greater of one (1) month's gross rent, or \$100.00. The full amount of the security deposit shall be due and payable at admission. In situations of financial hardship, the resident and the authority may enter into an agreement to pay the security deposit in installment payments until the deposit is paid in full.

- C. The authority shall be under no obligation to maintain any security deposit in segregated accounts apart from its general rent collection account *in compliance* with California statutes.
- D. The security deposit shall not be used for rent or any other fee or monies owed by the resident to authority while the resident remains in public housing.
- E. The security deposit shall be returned to the resident within 3 weeks after all occupants of the resident's unit have vacated less legitimate charges or deductions. A statement of charges or deductions will be provided to the resident along with the remainder of the security deposit.
- F. No waiver of this policy is permitted without the review and written approval of the Executive Director, or his/her appointed designee.

7.5 Resident Charges

- A. Along with resident rent, the authority may also impose other charges as permitted by law. Common among them are maintenance charges for damages caused by the family of its guest, late payment charges, excess utility usage charges, legal charges and other as may be deemed necessary.
- B. Failure of the family to pay any of the charges, when due and payable, shall be a basis for eviction under the dwelling lease consistent with the termination provisions of 24 CFR, Parts 966.4 and 942.27
- C. Prior to implementing any new charges, the authority shall give adequate administrative and legal notice as maybe required by law.

8.0 Transfer Policy

The San Francisco Housing Authority (SFHA) will implement this policy to transfer a SFHA household from the household's current apartment to another apartment of suitable size and type. San Francisco Housing Authority does not guarantee that an approved transfer will occur within a resident's original apartment location. Transfers will be granted without regard to the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes. Families approved for a transfer will receive one offer of housing based upon the applicants' selection of housing developments.

Note: Pursuant to existing Internal Revenue Service (IRS) statutes, California Tax

Credit Allocation Committee (CTAC) requirements, and subject to the review and approval of the San Francisco Housing Authority, each tax-credit HOPE VI development manages its own on-site transfer policy. In so doing, all applicable federal laws, executed contract requirements, and agreements, and other non-conflicting local policies shall be fully complied to allow PHA to utilize it's HOPE VI sites when implementing it's transfer policy.

8.1. Transfer Process

- A. Transfers will only be made available to residents in Good Standing. To be in Good Standing a resident cannot have any outstanding lease violations. Applicants who are placed on the Administrative and Priority Transfer Waiting Lists will be moved regardless of outstanding rent balance. To be eligible for a Standard Transfer, applicants must be current on rent payments.
- B. Resident initiates request of transfer by completing Transfer Application and submitting to their Property Office. The Property Management staff will date/time stamp the application. The Property Manager will forward transfer requests on a daily basis to the District Manager.
- C. District Managers will submit Transfer Applications within 48-hours of receipt to Transfer Coordinator. Transfer Coordinator will determine the appropriate category of transfer and render a decision within fourteen (14) business days of its receipt by Property Management Staff. Each transfer category requires specific documentation to meet specific eligibility criteria.
- D. Transfer Coordinator will document notification and will place the applicant on the appropriate Transfer Waiting List. Applicants will be placed on the appropriate Transfer Waiting List when documentation and eligibility criteria are met. Once the applicant is on the appropriate Transfer Waiting List, the Transfer Coordinator will send a status letter to the family (confirmation of Transfer Waiting Lists placement & number).
- E. If the Transfer Coordinator does not approve the transfer request, the family will be informed in writing of the specific reason(s) and provided the opportunity to appeal the decision. Appeals must be initiated with the Transfer Coordinator within 14-business days from receipt of notice. If SFHA upholds its decision to deny the transfer request, the resident has the right to request a Fair Hearing as outlined in the *Grievance Policy*. Incorporated into our Grievance Procedure is an informal and formal hearing.

8.2. Transfer Waiting Lists

SFHA's Transfer Coordinator shall maintain one Transfer Waiting List for applicants determined to be eligible for a transfer under the criteria outlined above. Residents on the Transfer Waiting List will be ranked by the date and time their transfer request was received by the property office. Transfer Waiting Lists include:

- Administrative Transfers
- Priority Transfer

Standard Transfer

8.3 SFHA has three types of transfers, as described below:

- A. <u>Administrative Transfers</u> An Administrative Transfer will be implemented for the following reasons:
 - 1) Purposes of building revitalization (such as HOPE-SF Redevelopment), other modernization and development activities;
 - 2) Residents who are determined by Housing Authority Staff to live in substandard housing conditions. An example of 'substandard housing conditions" is excessive mold/mildew which MUST be abated by extensive sheetrock replacement. Rent will be abated for uninhabitable unit until applicant is transferred.
 - 3) Damage Caused By Natural Disaster The dwelling unit has been damaged by fire, flood, or other cause(s) to such a degree that the unit is not habitable and has such extensive damage that temporary relocation is not cost effective. Property Manager has assessed unit and provided report, through the District Manager, to the Transfer Coordinator within 24 hours of the disaster. Rent will be abated for uninhabitable unit until applicant is transferred.
 - 4) A life-threatening situation, documented by a law enforcement agency or District Attorney's Office in which the ONLY way to remedy the issue is an **immediate** transfer.

All Administrative Transfers are **mandatory**; a tenant's failure to comply with an administrative transfer will initiate the lease termination process.

- B. <u>Priority Transfers</u> Priority Transfers will be implemented when a resident or family members' life or safety is threatened by living on-site. Placement on the Priority Transfer list **requires** third-party corroboration of all material facts supporting the application. Third-party corroboration supportive materials includes, but is not limited to; Police report, Human Services Agency and/or Child/Adult Protective Services documentation, social service recipient documentation, etc.
 - 1) Legal (with criteria) are as follow:

Witness Assistance

- Family member provided information to law enforcement agency that has led to the identification or arrest documented by SFPD or District Attorney's Office.
- Family member has been victimized, targeted, or retaliated against in connection with providing such information. Documentation of victimization and/or retaliation to be provided by a law enforcement agency.
- · Law enforcement agency recommends re-housing the family to avoid

or minimize a risk of violence against family members as a reprisal for providing such information.

Victim Assistance

Domestic Violence / Stalking / Sexual Violence / Dating Violence / Elder Abuse

- Applicant or family member lives in a housing development and is a victim of domestic violence, stalking, sexual violence, dating violence, or elder abuse and provides documentation by a third-party that supports transfer application.
- SFHA will refer applicant to appropriate social services as a component of the transfer.

Victim Assistance

Hate Crime / Hate Incident

• Any member of the household has been the victim of at least one HATE crime (actual or threatened physical violence or intimidation that is directed against a person or his/her property that is based on the person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes,) that is documented by law enforcement agency or provides documentation by a third-party that supports transfer application, stating that the family is in an immediate life-threatening situation and that an immediate transfer would minimize the problem.

Victim Assistance

Victim of Violent Crime

- Law enforcement agency recommends re-housing the applicant to avoid or minimize a risk of substantiated and repeated violence against resident and/or family members.
- 2) Medical & Disability May occur when either one or more of the following criteria is sufficiently documented:
 - The unit is unsuitable because of an undue medical hardship that is expected to be long standing (more than one year) and which cannot be accommodated in the current unit;
 - b) A transfer would accommodate a family's need to be close to another family member with a serious medical condition;
 - c) One or more family members has a mobility or other impairment that makes the person unable to use critical elements of the apartment (e.g., inability to climb stairs or use bathroom or kitchen facilities);

d) Elderly and/or disabled resident residing in family-designated developments who wish to transfer to a Senior/Disabled development.

<u>Prior to a Medical and Disability transfer occurring, the applicant must</u> complete the SFHA Reasonable Accommodation Packet.

.C. <u>Standard Transfers</u> – Residents may apply for a Standard Transfer if the resident is in Good Standing and have resided in a development for at least 12 months. To be in Good Standing a resident cannot have any outstanding lease violations. Outstanding lease violations and delinquent rent may disqualify a resident's application for transfer. Due to limited resources, prioritization of Standard Transfers falls below all other Transfer Waiting Lists and applicant waiting lists.

8.4 Refusal of Transfer Offer

All families will be offered the first available dwelling that becomes available within the chosen developments for transfer, except in the case of HOPE SF relocation. Families will be offered units based upon request of location identified by resident.

Families have the right to refuse an offer if they are able to document *good cause* for refusal of the unit. Examples of good cause include, but are not limited to:

- A. The unit is not of appropriate size or type.
- B. Inaccessibility to the source of employment, education, or job training that would require an adult household member to quit a job, drop out of an educational institution, or a job training program. The tenant must document this refusal with a letter from the employer, school, or job training center stating that the new unit would prohibit access to the services of that agency.
- C. Inaccessibility to a child's day care or educational program that would take the child out of the day care or educational program. The tenant must document this refusal with a letter from the day care center or educational center stating that the new unit would prohibit access to the services of that agency.
- D. Presence of lead paint in the unit offered when the applicant has children under the age specified by current law or if a family member has an Elevated Blood Level for Lead.
- E. The applicant demonstrates to the Authority's satisfaction that accepting the offer will place the applicant or their family member's life, health, or safety in jeopardy. The applicant must offer specific and compelling documentation such as restraining orders, police reports, documentation from the District Attorney's Office, other court orders, risk assessments related to witness protection from a law enforcement agency, or a threat assessment that is completed by law enforcement agencies that verifies danger from a criminal activity.
- F. The unit is inappropriate for the applicant's disabilities (documented by a licensed

medical professional), or the family does not need the accessible features in the unit offered.

Good Cause must be sufficiently documented. All documentation of a good cause for refusal of an offer must be provided to the Transfer Coordinator. Failure to provide good cause will be handled as follows:

- For Administrative Transfers, any resident who refuses an offer of transfer housing and the refusal does not meet the definition of Good Cause, SFHA will issue a 30-day notice of lease termination.
- For Priority Transfers, any resident who refuses an offer of transfer housing without Good Cause (as defined above) will be removed from the transfer waiting list and may not apply for another transfer for at least 12-months from the date of the transfer offer.

8.5. Confidentiality, Administration and Record keeping

- A. All information regarding transfer requests and unit assignments under this policy shall be kept strictly confidential by the San Francisco Housing Authority. Records under this policy will be kept separate from the general records of the San Francisco Housing Authority to the maximum extent possible.
- B. Any disputes or conflicts under this policy shall be administered by the Transfer Coordinator.

9.0 Annual Recertification, Interim Recertification, and Continued Occupancy

9.1 Recertification Purpose

A. All households will be recertified every year upon the anniversary of their original move-in date. The first annual recertification will be conducted within twelve (12) months of the original move-in date. For example, if a family moves in to the unit on July 7, the annual recertification effective date is July 1 of the following year.

The purpose of this annual recertification is to update family income information and family composition, to make any necessary changes to the rent, to verify eligibility for continued occupancy, and to renew the SFHA *Residential Lease Agreement and Contract.* [24 CFR 960. 257(a)] Residents will be notified in advance regarding the date of the recertification. At that time, SFHA will advise households of any documents needed for the recertification.

B. The annual recertification process will begin ninety (90) days prior to the recertification effective date.

9.2 Recertification Procedures

- A. At the time of re-examination, the head and any co-head of the household are required to complete the recertification process as required by HUD.
- B. Everyone in the household, aged 18 and older is required to sign the lease and all other required forms.
- C. Employment, income, allowances, Social Security numbers, and such other data as is deemed necessary (including income that has been disregarded according to SFHA policy) will be verified and all verified findings will be documented and filed in the resident's folder. [24 CFR 960.257]
- D. Verified information will be analyzed and a determination made with respect to:
 - 1) Family composition: eligibility of the resident as a family or as the remaining member of a family;
 - 2) Unit size required for the family;
 - 3) Rent the family will pay; and
 - 4) Need to transfer the family to a smaller or larger unit, or a unit with accessible features.
- E. Income shall be computed in accordance with the definitions and procedures set forth in Section XI of this policy. [24 CFR 5.609]
- F. If a family does not show for the first recertification appointment, a letter will be sent rescheduling the appointment. If the rescheduled appointment is not convenient for a compelling reason, the family has three (3) days to notify the property office of a need to reschedule the appointment.
- G. Families that fail to show to the second recertification appointment or who fail to respond to a notice of a recertification will be sent a notice of lease violation. Failure to respond to the notice of lease violation will result in termination of the lease.

9.3 Eligibility for Continued Occupancy

- A. Households that meet the following criteria will be eligible for continued occupancy:
 - 1) Qualify as a family as defined in Section XII of this policy.
 - 2) Are in full compliance with the resident obligations and responsibilities as described in the *Residential Lease Agreement and Contract* (Appendix D).
 - 3) All family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number.

4) All members receiving housing assistance are citizens or have eligible immigration status or a mixed family (having at least one family member that has citizenship or eligible immigration status). Every member of a resident family has submitted either a signed declaration of citizenship or evidence eligible immigration status as required by or a certification of non-contending status. [24 CFR 5.508 b]

9.4 Action Following Recertification

- A. If there is any change in rent, a new Residential Lease Agreement and Contract will be executed and a "Notice of Rent Adjustment" will be issued. [24 CFR 966.4 (a) (3)]
- B. If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described in Section V of this policy and moved to an appropriate unit when one becomes available. [24 CFR 966.4 (c)(3)]

9.5 Interim Re-certifications

- A. Between annual re-certifications, residents must report changes in income to the housing manager within 10 calendar days of the occurrence as described in the lease agreement.
- B. SFHA will conduct an interim recertification for decreases in rent when the household experiences a decrease in income or an increase in allowances or deductions.
- C. SFHA does not conduct interim re-certifications for increases in rent unless:
 - 1) The family composition changes; or
 - 2) The income disallowance period has ended; or
 - 3) The family is paying minimum TTP (or minimum rent is exempted due to hardship) and the has an increase in income. Income of families reporting zero income, or families, who have had the minimum rent exempted due to hardship, will be reviewed every 90 days.
- D. Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of the circumstances of their employment, including start and ending dates.
- E. Residents in job training programs, or who are employed as a result of job training, may be eligible for an income disregard.
- F. SFHA may process an interim adjustment in rent if at an annual or interim recertification a resident misrepresents the facts upon which the rent is based.
- G. Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the resident and approved by the Property Manager or his/her designee. [24 CFR 960.259]

9.6 Notice of Rent Adjustment

Residents will be sent a "Notice of Rent Adjustment" 30 days prior to any increase in rent. This notice will list the current rent, the new rent, and the effective date of the rent adjustment. Rent may be adjusted as a result of an annual recertification, an interim recertification, or when a change in policies affects the rent calculation (i.e. annual update of ceiling rent).

9.7 Failure to Report Accurate Information

If the Authority discovers that a resident has misrepresented or failed to report to Management the facts upon which his/her rent is based so that the rent being paid is less than what should have been charged, then the increase in rent will be made retroactive to the first of the month following the month in which the misrepresentation occurred. Failure to report accurate information is also grounds for initiating eviction proceedings in accordance with SFHA's dwelling lease [24 CFR 966.4 (1)(2)].

9.8 Remaining Family Members and Prior Debt

- A. If the head of household moves out of a leased unit and the family members want to continue occupancy of that unit (or another SFHA unit of the appropriate bedroom size), the remaining family members must identify a new head of household who will be subject to suitability and eligibility requirements. Once approved by the Eligibility Department and any outstanding debt is paid, the new head of household will sign a SFHA residential lease.
- B. If all adults abandon the unit or die and the only household members remaining in the unit are minors they may maintain the unit only if:
 - 1) The SFHA will accept the court-appointed guardian to assume the lease provided that all eligibility and suitability criteria are met.
 - 2) The court-declared emancipated minor meets all the eligibility and suitability criteria
- C. Family Re-unification a former resident whom the courts want reunited w/ his/her children
- D. Any outstanding debt owed to the Authority by the former head of household will be addressed as follows:
 - If the debt cannot be collected from the former head of household (death, incarceration, hospitalization), as a party to the lease, remaining adult family members 18 years of age or older will be responsible for arrearages incurred by the former head of house.

- 2) The SFHA will not hold remaining family members responsible for any portion of the arrearage incurred prior to the remaining member attaining age 18. Example: the new head of house and only adult member of household recently turned 18 years. The new head of house is not responsible for the portion of the debt owed prior to his/her 18th birthday.
- 3) Remaining family members under age 18 shall not be held responsible for the rent arrearages incurred by the former head of household.
- 4) Except as required above, a new head of household added to the Lease will not be charged for any arrearage incurred by the former head of household.
- 5) If the Lease held by the new head of the household is an extension of occupancy under a prior lease(s) with the SFHA, any amounts due under the prior lease(s) may be charged and collected as if the amounts were incurred under the current lease (debt follows the head of the household).
- 6) When disputes arise between a resident and the Authority concerning an action taken by the Authority to collect a prior debt as outlined in this paragraph, residents will have the opportunity to resolve this dispute through a grievance hearing according to the SFHA's *Resident Grievance Procedures*. [24 CFR 966.50]
- E. Any outstanding credit due to the resident will be addressed as follows:
 - A credit balance that is equal to, or less than, twelve months rent (based on the current monthly rent amount) will be carried as a balance on the resident's account until the credit is exhausted.
 - 2) If the credit balance that is more than twelve months rent (based on the current monthly rent amount), the resident will be paid a refund for the amount exceeding 12 months rent. The amount equal to 12 months rent will be carried as a balance on the resident's account until the credit is exhausted.
 - 3) If the tenant vacates the unit with a credit balance, the SFHA will refund the entire balance, less any charges for damages to the unit by the resident that exceed normal wear and tear, within 30 days of the vacate.

9.9 Temporarily and Permanently Absent Family Members

- A. If any family member is gone, or expected to be gone, longer than 15 days, the family must notify property manager.
- B. Family member who is absent more than a total of 90 days in any one-year period shall be considered permanently absent. Reasonable accommodation for serious medical reasons will be considered.
- C. If an entire family that is listed on the lease is absent more than a total of 90 days in any one-year period, the unit will not be considered the family's primary residence. This is a material violation of the lease and they will be subject to the lease termination process.

9.10 Lease Revision and Modification

- A. The SFHA may revise or modify the lease at any time during the lease term:
 - 1) So long as the SFHA follows the requirements of notice to tenants and resident organization; and
 - 2) Considers their comments before adopting any new lease form..
- B. Lease amendments must be accepted by households or the SFHA can terminate the lease if:
 - Tenant refuses to accept a revision to the lease after being given at least 60 days notice of its proposed effect; and
 - 2) If the tenant is allowed reasonable time to respond to the offer.

9.11 Unit Inspections

- A. Each year, the SFHA shall schedule and perform a physical inspection of each dwelling unit. The purpose of the inspection is to assess its physical condition and to perform preventive maintenance work, as warranted. Such repairs made on a timely basis will alleviate more extensive work necessitated by deferred maintenance. Damages found during the inspections which were caused by negligent actions of the family or its guest(s), shall be charged to the family based on the latest Resident Maintenance Charge List. No charge shall be made if the repair was precipitated by:
 - 1) Normal wear and tear, or
 - 2) A verifiable act of God
- B. The Property Manager shall conduct a Housekeeping inspection once a year. Residents who are in violation of housekeeping standards will be required to correct the deficiency. The Housekeeping standards shall include, but not be limited to:
 - 1) conditions in the living room, kitchen, bathroom, and bedrooms;
 - 2) conditions of entryways, halls, and yards;
 - 3) cleanliness of all areas:
 - 4) general care of furniture, windows, doors, and cabinets;
 - 5) evidence of destruction of SFHA property;
 - 6) unauthorized occupants;
 - 7) evidence of criminal activity;
 - 8) Conditions inconsistent with move-in inspection.

Failure to correct the deficiency will result in termination of the Lease.

9.12 Additions to the Household and Visitors

- A. Only those persons listed on the most recent lease or certification form shall be permitted to occupy a dwelling unit. [24 CFR 960.209 (b) and 966.4 9 (a) (2)] Except for births to or adoptions by family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit. [24 CFR 966.4 (f)(3) & (c)(2)] SFHA will not unreasonably withhold such approval.
- B. Following the receipt of a family's request for approval to add a new person to the lease, SFHA will conduct a pre-admission screening of the proposed new member. The results of screening shall be used to determine whether the SFHA will approve the admission of the new member
- C. In accordance with state law, certain criminal or arrest information for household members under the age of 18 years is not available (exception: emancipated minor). This does not preclude SFHA from using such information when a household member under the age of 18 years is being prosecuted as an adult under the law. This provision is subject to change, should the State or City modify its laws concerning the availability of police or court records for juvenile offenders.
- D. Examples of situations when an additional family member is added to the household:
 - 1) Resident requests to add a new spouse or co-head to the lease.
 - 2) Resident requests to take in a long-term placement foster child(ren); however, a transfer to a larger bedroom size will not be granted in this case.
 - 3) Resident requests to employ a live-in aide. Definition of a live-in aide: Someone who lives with an elderly, near-elderly, or disabled person who:
 - a) Is determined by the PHA to be essential to the care and well-being of the person(s),
 - b) Is not obligated for support of the person(s), and
 - c) Would not otherwise be living in the unit. Live-in aide must be certified by a knowledgeable, licensed professional

A transfer to a larger bedroom size will not be granted in this case unless the addition of a live-in aide causes the family to be under-housed according to the SFHA occupancy standards.

- 4) Resident requests to add an adult family member (over 18) when the adult family member meets the HUD definition of disability and is medically dependent on the head of household or spouse or if an adult family member is added to assist the head of household or spouse because s/he is medically dependent on the adult family member.
- 5) An adult assumes responsibility as the head of house for a family, whose remaining family member(s) is under 18 (and is not an emancipated minor(s).
- E. Residents who fail to notify SFHA of additions to the household or who permit persons to join the household without undergoing screening are in violation of the lease. Such persons will be considered unauthorized occupants by SFHA and the entire household will be subject to retroactive rent charges or eviction. [24 CFR 966.4 (f)(3)]

- F. If a guest or family member stays with a resident household longer than 14 consecutive days, management must be notified. Violation of this provision is grounds for termination of the lease.
- G. Residents are not permitted to allow roomers and lodgers to occupy a dwelling unit.

 Violation of this provision is grounds for termination of the lease. [24 CFR 966.4 (f) (2)]
- H. Residents shall not allow a former resident of SFHA who has been evicted for serious violation of a material term of the lease to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.
- I. Family members who move from the dwelling unit shall be removed from the lease. [24 CFR 966.4 (f)(3)] The resident has the responsibility to report the move-out within 10 calendar days of its occurrence. Resident MUST provide proof of new address (i.e. lease agreement, utility bill in the name of the person requesting to be removed) before the adult is removed from the lease.
- J. Any additions to the unit shall not cause overcrowding. Medical hardship, or other extenuating circumstances shall be considered by SFHA in making determinations under this paragraph.
- K. Trespassing policy Pursuant to San Francisco Police Code, Article 1 Public Nuisances Sec. 25. Remaining Upon Private Or Business Property After Being Requested To Leave:
 - No person shall willfully remain upon any private property or business premises after being notified by the owner, lessee, or other person in charge thereof to leave.
 - 2) No person, without permission, expressed or implied, of the owner, lessee, or other person in charge of private property or business premises shall enter upon such private property or business premises after having been notified by the owner, lessee, or other person in charge thereof to keep off or to keep away there from.
 - 3) **Notice.** Such notification referred to in subparagraphs (a) and (b) above may be oral or in the form of a written notice, posted in a conspicuous place, describing the specific area and hours in which persons are to keep off or to keep away.

9.13 Household Splits

In the event of a household break up (due to domestic violence, divorce, legal separation, etc.), the SFHA will determine which of the remaining household members will retain the rights to the leased unit. The SFHA determination will be made based on the following priorities:

- A. Mutual agreement of the family members. All adult family members must submit and sign a statement of mutual agreement stipulating the household members who will retain the rights to the unit.
- B. Court stipulated agreement. A copy of the court ordered stipulated agreement must be submitted to the property office declaring which household members will retain the rights to the unit.
- C. Domestic violence. In any instance where the head of household is removed from the unit by a restraining order or stay away order, the property office will make no permanent determination until a final court document is submitted to the property office awarding the remaining household members the rights to the unit. The survivor of the domestic violence is responsible for working with the police department to enforce any restraining order or stay away orders.

In all instances, the household must notify the property office, in writing, within 10 days of the action causing the household split and request a determination of the assignment of the unit. In no case will the SFHA provide an additional unit to the household member(s) who are removed from the original household unit. The household members who are removed from the original household unit may apply for assistance on a separate application and may be entitled to full preferences, as applicable.

10.0 Lease Termination Procedures

The San Francisco Housing Authority will process lease terminations in accordance with applicable HUD regulations and Section 14 of the *Residential Lease Agreement and Contract*. [24 CFR 966.4 (I)(2)]

10.1 Record Keeping Requirements

A written record of every termination and/or eviction shall be maintained by SFHA, and shall contain the following information:

- A. Name of resident, number and identification of unit occupied;
- B. Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;
- C. Specific reason(s) for the Notices, the section of the lease violated, and other facts pertinent to the issuing of the Notices described in detail;
- D. Date and method of notifying resident; and
- E. Previous notices warning residents of actions or behavioral problems that rise to the level of a lease violation. A summary of any conference held with the resident, including dates, names of conference participants, and conclusions shall also be included.

F. Copies of notices, forms, or reports documenting resident actions or behavioral problems that may singularly or cumulatively lead to a determination of lease violation(s). (Examples: Requests for Termination, 14-day Notices HQS Inspection Forms, etc.)

10.2 Lease Requirements

A. Tenant Obligations

- 1) The lease must provide that the tenant shall be obligated:
 - a) To assure that no tenant, member of the tenant's household, or guest engages in:
 - i. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents
 - ii. Any drug-related criminal activity on or off the premises.
 - b) To assure that no other person under the tenant's control engages in:
 - i. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents;
 - ii. Any drug-related criminal activity on the premises.
 - c) To assure that no member of the household engages in abuse or pattern of abuse of alcohol that affects the health, safety or right to peaceful enjoyment of the premises by other residents.

10.3 Termination of Tenancy and Eviction

- A. The SFHA may terminate the tenancy only for serious or repeated violation of material terms of the lease, such as the following:
 - 1) Failure to make payments due under the lease;
 - 2) Failure to fulfill household obligations, as described in the lease;
 - 3) Other good cause. Other good cause includes, but is not limited to, the following:
 - a) Criminal activity or alcohol abuse as defined in the lease;
 - b) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees;
 - c) Violating a condition of probation or parole imposed under Federal or State law:
 - d) Discovery after admission of facts that made the tenant ineligible;
 - e) Discovery of material false statements or fraud by the tenant in connection with an application for assistance or with reexamination of income;
 - f) Failure to accept the SFHA's offer of a lease revision to an existing lease:
 - i. That is on a form adopted by the SFHA in accordance with HUD regulations;

- ii. With written notice of the offer of the revision at least 60 calendar days before the lease revision is scheduled to take effect; and
- iii. With the offer specifying a reasonable time limit within that period for acceptance by the family.
- B. The SFHA shall immediately terminate the tenancy if the SFHA determines that any member of the household has ever been convicted of drug-related criminal activity or manufacture or production of methamphetamine on the premises of federally assisted housing.

10.4 Lease Termination Notice

- A. The PHA must give written notice of lease termination of:
 - 1) 14 days in the case of failure to pay rent;
 - 2) 3 days in the case of creation or maintenance of a threat to the health or safety of other residents or SFHA employees - grounds for termination under this provision include, but are not limited to, the following:
 - a) If the health or safety of other residents, PHA employees, or persons residing in the immediate vicinity of the premises is threatened;
 - b) If any member of the household has engaged in any drug-related criminal activity or violent criminal activity;
 - c) If any member of the household has been convicted of a felony;
 - 3) 30 days in all other cases. A 30-Day Cure or Quit notice will be served in situations where the lease violation is a "correctable" offense. (Example: housekeeping issues, private lock, unauthorized pet, loud noise, unauthorized vehicle)

10.5 Evidence

1. The SFHA may evict the tenant by judicial action for criminal activity, regardless of whether the covered person has been arrested or convicted for such activity, and without satisfying the standard of proof used for a criminal conviction.

10.6 Notice to the Post Office

When the SFHA evicts an individual or family for criminal activity, including drug-related criminal activity, the SFHA shall notify the local post office serving the dwelling unit that the individual or family is no longer residing in the unit.

10.7 Consideration of Circumstances

- A. Except for conviction for manufacturing or production methamphetamine on the premises of federally assisted housing, the SFHA may, **but is not required to**, consider all circumstances relevant to a particular case such as:
 - 1) The seriousness of the offending action;
 - The extent of participation by the leaseholder in the offending action;
 - 3) The effects that the eviction would have on family members not involved in the offending activity;
 - 4) The extent to which the leaseholder has shown personal responsibility and has taken all reasonable steps to prevent or mitigate the offending action.
- B. The SFHA may require a tenant to exclude a household member in order to continue to reside in the assisted unit where that household member has participated in or been culpable for action or failure to act that warrants termination.
- C. If the eviction is related to a domestic violence situation, the SFHA may take these circumstances into consideration when determining whether or not to evict the entire household. If the domestic violence survivor is the remaining household member, s/he may submit proof that the domestic violence perpetrator is no longer in the household, and will not visit or access the public housing development. The SFHA may enter into a stipulated agreement with the remaining household members and allow them to remain in the unit.

10.8 Consideration of Rehabilitation

- A In determining whether to terminate tenancy for illegal drug use or a pattern of illegal drug use by a household member who is no longer engaging in such use, or for abuse or a pattern of abuse of alcohol by a household member who is no longer engaging in such abuse, the SFHA may consider whether such household member:
 - 1) Is participating in or has successfully completing a supervised drug or alcohol rehabilitation program/ or
 - 2) Has otherwise been rehabilitated successfully.

10.9 Use of Criminal Record

- A. If the SFHA seeks to terminate the tenancy for criminal activity as shown by a criminal record, the SFHA shall:
 - 1) Notify the household of the proposed action to be based on the information; and
 - 2) Provide the subject of the record and the tenant with a copy of the criminal record before the SFHA grievance hearing or court trial.
 - 3) The tenant shall be given an opportunity to dispute the accuracy and relevance of that record in the grievance hearing or court trial.

- B. The SFHA shall not pass along to the tenant the costs of a criminal record check.
- C. To obtain criminal records from a law enforcement agency, the SFHA may require that every applicant age 18 and older, and head of house and spouse regardless of age, submit a signed consent form.
- D. The SFHA shall disclose the criminal records that it receives from a law enforcement agency only to:
 - 1) Officers or employees of the SFHA;
 - 2) Authorized representatives of the SFHA with a job-related need to access the information (for example, a SFHA hearing officer).
 - 3) Authorized agents of the SFHA, such as attorneys and investigators;
 - 4) Persons reasonably connected to, or associated with, court proceedings. For court proceedings, disclosures may be made to the extent necessary.
- E. If the SFHA's decision to evict a tenant is based on criminal record information from a State or local agency, the SFHA must notify the head of household of the proposed action and:
 - 1) Supply the subject of the record and the tenant with a copy of the information; and
 - 2) Provide the opportunity for the tenant to dispute the accuracy and relevance of the information. The opportunity shall be presented before the actual eviction action.

10.10 Records management

- A. The SFHA shall maintain a system of record management that criminal records received from a law enforcement agency are:
 - 1) Maintained confidentially;
 - Not misused or improperly disseminated;
 - 3) Destroyed once the purpose for which the record was requested has been accomplished. This includes an expiration period for filing a challenge to SFHA action if the challenge/litigation is not instituted.

10.11 Grievance

- A. When disputes arise between a resident and the SFHA concerning an action or failure to act in accordance with the Residential Lease Agreement and Contract, residents will, in most cases, have the opportunity to resolve this dispute through a grievance hearing according to the SFHA's *Grievance Procedures*. [24 CFR 966.50]
- B. Grievance procedures will not apply to eviction or termination of tenancy cases involving the following:

- Any criminal activity on or off SFHA property that threatens the health or safety of other residents of the SFHA, Employees or Contractors of the SFHA, persons on or near SFHA property, or any member of a law enforcement agency;
- Any criminal activity on or off SFHA property that threatens the rights of other SFHA residents to peaceful enjoyment of SFHA property, committed by the Tenant, any Household Member, any Guest, or any person under the Tenant's control.
- Any violent criminal activity, or drug-related criminal activity, on or off SFHA property, committed by the Tenant, any Household Member, any Guest, or any person under the Tenant's control.
- Any criminal activity that resulted in felony conviction of a household member."
 [24 CFR 966.51]

11.0 UTILITIES

In some of the SFHA's developments, residents pay the cost of utilities directly to the supplier of utilities ("Resident Paid Utilities"). When this is the case, resident rents are reduced by an Allowance for Utilities that is developed by the SFHA in consultation with the utility supplier and reviewed by HUD. [24 CFR 965 & 966.4 (b)(2)]

11.1 Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

- A. Paying the utility bill is the resident's obligation under the Authority's lease. Failure to pay utilities is grounds for eviction.
- B. When a resident submits an application for utility service in his/her own name, the resident must sign a third-party notification agreement so that the SFHA will be notified if the resident fails to pay the utility bill.
- C. In developments with resident-paid utilities, residents with Total Tenant Payments that are less than the applicable utility allowance for the unit will be entitled to have a utility reimbursement paid by the SFHA. Utility reimbursements are equal to the difference between the TTP and the Allowance for Utilities. The utility reimbursement payment shall be paid to the tenant.

11.2 Excess Utility Charges

The Authority has an established allowance (usage) schedule for units where SFHA pays the utilities. If Resident usage exceeds this allowance, a charge shall be applied as specified in Section 2 of the *Residential Lease Agreement and Contract*. Residents who own and operate large appliances such as air conditioners or chest freezers may

exceed the SFHA utility allowance for their unit and are responsible for any additional utility cost [24 CFR 966.4 (b)(2)].

12.0 RESIDENT CHOICE OF RENT PAYMENT

All resident households in San Francisco Housing Authority public housing units, shall pay as monthly rent either an income-based rent or a flat rent. The Authority shall provide to each family residing in a public housing dwelling unit the opportunity to elect annually whether the rent paid by such family shall be the income-based or the flat rent. The Authority may not at any annual recertification fail to provide both such rent options to any household residing in a Low-Income public housing unit. [QHWRA;24 CFR 960.253(a) (1)]

12.1 Flat Rents

- A. The SFHA will establish flat rents for each public housing dwelling unit, beginning 10/01/02 (See Appendix F). The flat rent for a unit is based on the rental value of the unit, and is designed so that the rent does not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient. Flat rents for public housing units will be based on the unit location, quality, type, size, and age of the unit, as well as any amenities, housing services, maintenance, and utilities provided by SFHA. Flat rents will be calculated according to reasonable market values as determined by a Rent Reasonableness study conducted by the SFHA no more than once every five years. The results of the study will be included in each Five-Year Plan.
- B. The Authority adopts a two-tiered flat rent schedule.
 - 1) For newly constructed units, replacement housing, and completely rehabbed units finished after October 1,1999, the flat rents will be set at the maximum rents determined by the California Low Income Tax Credit Program ("LIHTC") as indicated in SFHA Board Resolution 4826, which adopted flat rents for Bernal dwellings. The Authority will review the flat rent schedule annually to ensure its appropriateness. Flat rents will be adjusted to reflect the most recent Tax Credit rents as published by the California Low Income Tax Credit Program. (See Appendix F)
 - Effective 10/01/02, the Authority will adopt flat rents, based on a reasonable market value for those units. [24 CFR 960.253 (b); QHWRA; Section 523] (See Appendix F)
- C. The Authority shall immediately provide for a family to switch to an income based rent instead of a flat rent amount upon the determination that the family is unable to pay the flat rent amount because of financial hardship, including:
 - 1) Situations in which the income of the family has decreased because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of income or other assistance;

- 2) An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education or similar items; and
- 3) Such other situations as may be determined by the Authority. [24 CFR 960.253 (f)]
- D. For families electing the flat rent payment amount, the Authority shall review the income of such families not less than once every three (3) years. Families choosing to pay the income-based rent shall continue to have a re-examination of income once every twelve (12) months. [24 CFR 960.257 (a)(2)]

12.2 Income-Based Rent

- A. At the time of admission or the reexamination, all families shall be charged the greater of:
 - 1) Thirty percent (30%) of the monthly adjusted income; or
 - 2) Ten percent (10%) of the unadjusted monthly income.
 - 3) The SFHA's minimum rent
- B. All families shall be afforded the resident choice of rent payment and can choose to pay the income-based rent or the established flat rent. [QHWRA; Section 523; CFR 960.253 (a)(1)]

12.3 Minimum Rent

- A. The San Francisco Housing Authority has established \$25.00 as its minimum rent if the SFHA's minimum rent is the amount calculated for TTP (see above).
- B. Exemption of payment of minimum Rent
 - 1) The Authority is required to grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. Financial hardship includes the following:
 - a) When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b) When the family income decreases because of changed circumstances, including loss of employment.
 - When the family would be evicted because it is unable to pay the minimum rent;
 - d) When a death has occurred in the family; and
 - e) Other circumstances as determined by the SFHA or HUD

2) Hardship exemption process

- a) The family must notify the property office in writing within 10 days of the event that caused the hardship.
- b) If a family requests a financial hardship exemption, the SFHA shall immediately suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption, and continuing until the SFHA determines whether there is a qualifying financial hardship and whether it is temporary or long term.
- c) SFHA shall promptly determine whether a qualifying hardship exists and whether it is temporary or long term.
- d) The SFHA shall not evict the family for nonpayment of minimum rent during the 90-day period beginning the month following the family's request for a hardship exemption.
- e) If the SFHA determines that the hardship does not meet HUD's definition, the SFHA shall reinstate the minimum rent from the beginning of the suspension of the minimum rent.
- f) If the SFHA determines that a qualifying financial hardship is temporary (expected to last less than 90 days), the SFHA shall reinstate the minimum rent from the beginning of the suspension. The SFHA shall offer the family a reasonable repayment agreement, on terms and conditions established by the SFHA, for the amount of back minimum rent owed by the family.
- g) If the SFHA determines that a qualifying financial hardship is long term, the SFHA shall exempt, retroactively to the date of the family's request for a minimum rent exemption, the family from the payment of the minimum rent until the hardship no longer exists.

13.0 DEFINITIONS AND PROCEDURES TO BE USED IN DETERMINING INCOME AND RENT

13.1 Annual Income [24 CFR 5.609]

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member age 18 years or older including all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined below or is specifically excluded from income by another federal statute. Annual income includes but is not limited to:

A. The full amount before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

- B. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered as income when used to reimburse the family for cash or assets invested in the business:
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property. Where the family has Net Family Assets in excess of \$5,000. Annual Income shall include the *greater of* the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;
- D. The full amount of *periodic* payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts. Except delayed or deferred periodic payment of social security or supplemental security income benefits;
- E, Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (See Paragraph B.3 of this section concerning treatment of lump-sum additions as family assets);
- F. All welfare assistance payments received by or on behalf of any family member.
- G. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from persons not residing in the dwelling; and
- H. All regular pay, special pay (not including pay for exposure to hostile fire), and allowances of a family member in the Armed Forces.

13.2 Items not included in Annual Income [24 CFR 5. 609]

Annual Income does not include the following:

- A. Income from the employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);

- C. Lump sum or delayed additions to family assets, such as inheritances, insurance payments, (including payments under health, and accident insurance, and worker's compensation) capital gains, and settlement for personal property losses; (but see paragraphs A.4 and A.5 above if the payments are or will be periodic in nature);
- D. Amounts received by the family, which are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide provided the person meets the definition of a live-in aide (See Section 7.0 of this policy);
- F. The full amount of student financial assistance paid directly to the student or the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire:
- H. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to attain Self-Sufficiency (PASS);
- Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (i.e. special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;
- J. A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month per person) received by a SFHA resident for performing a service for the SFHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident-initiatives coordination. No resident may receive more than one such stipend at a time;
- K. Temporary, non-recurring, or sporadic income (including gifts);
- L. For all initial determinations and reexamination of income on or after 23 April 1993, reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- M. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household and spouse);
- N. Adoption assistance payments in excess of \$480 per adopted child;
- O. The earnings approved for an exclusion of income under the U.S. Housing Act of 1937 [CFR 960.255]
 - 1) The earned income disallowance is exclusion from annual income.
 - 2) A qualified family is a family residing in public housing:

- a) Whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to unemployment;
 - i. "Previously unemployed" includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.
- b) Whose annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program (the training program must have a specific start and end date, otherwise the SFHA will recognize a two-year training period); or
- c) Whose annual income increases, as a result of new employment or increased earnings of a family member, during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families (TANF and Welfare-to-Work (WTW) programs). The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance provided that the total amount over a sixmonth period is at least \$500. The \$500 threshold is not applicable if the family is receiving regular TANF income maintenance (cash grant).
- 3) Disallowance of increase in annual income
 - a) Initial twelve-month exclusion. During the cumulative twelve month period beginning on the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the SFHA shall exclude from annual income any increase in income of the family member as a result of employment over the prior income of that family member.
 - i. The effective date of the disallowance begins on the first of the month following qualifying employment.
 - b) Second twelve-month exclusion. During the second cumulative twelve month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the SFHA shall exclude from annual income fifty percent of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.
 - c) Maximum four-year disallowance. The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for a maximum of twelve months of the initial "full" exclusion, and a maximum of twelve months of the second "phase-in" exclusion.
- P. Lump sum payments of supplemental security income and social security benefits representing delayed periodic
- Q. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;

- R. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
- S. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary). The following is a list of benefits excluded by other Federal Statute as of April 30, 2001. [Federal Register, Vol. 66, #77]:
 - 1) The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977. [7 USC 2017 (h)]
 - 2) Payments to volunteers under the Domestic Volunteer Service Act of 1973. [42 USC 5044 (g), 5088] Examples of programs under this Act include but are not limited to:
 - a) Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
 - National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
 - c) Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE);
 - 3) Payments received under the Alaska Native Claims Settlement Act [43 USC 1626 (a)];
 - 4) Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes [(25 USC 459e];
 - 5) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program [42 USC 8624 (f)];
 - 6) Payments received under programs funded in whole or in part under the Job Training Partnership Act [29 USC. 1552 (b)];
 - 7) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians [Pub. L. 94-540, 90 State 2503-04];
 - 8) The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims [25 USC. 1407-08], or from funds held in trust for an Indian Tribe by the Secretary of Interior [25 SC. 117b, 1407];

- 9) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs. [20 USC 1087 uu] Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships;
- 10) Payments received from programs funded under Title V of the Older Americans Act of 1965 [42 USC 3056 (f)]. Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb:
- 11) Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the *In Re Orange* product liability litigation, M.D.L. No 381 (E.D.N.Y.);
- 12) Payments received under the Maine Indian Claims Settlement Act of 1980 [Pub. L. 96-420, 94 Stat. 1785];
- 13) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 [42 USC. 9858q]; and
- 14) Earned income tax credit refund payments received on or after January 1, 1991 [26 USC. 32 (j)].

13.3 Anticipating Annual Income [24 CFR 5.609]

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period or historical income data to project income. (This method would be used for teachers who are only paid for 9 months or for tenants receiving unemployment compensation.)

13.4 Income of Temporarily or Permanently Absent Family Members

- A. PHAs must include all income of every family member who is on the lease including those who are temporarily absent.
- B. In addition, the PHA must include the income of the spouse of the head of household if that person is temporarily absent, such as away at college or in the armed forces.
- C. The income of permanently absent family members is not counted. The permanently absent family member must be removed from the Lease.
- D. The income of an adult child is not usually included unless the adult child is on the lease. It may then be included under some circumstances.

13.5 Adjusted Income [24 CFR 5.611]

Adjusted Income (the income upon which rent is based) means Annual Income less the following deductions and exemptions.

A. For all families

- 1) Child Care Expenses A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed. BUT ONLY when such care is necessary to enable a family member to be gainfully employed, actively seek employment, or to further his/her education. Amounts deducted must be non-reimbursed expenses and shall not exceed:
 - a) The amount of income earned by the family member released to work; or
 - b) An amount determined to be reasonable by SFHA when the expense is incurred to permit education.
- 2) Dependent deduction An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.
- 3) Disability expenses a deduction of non-reimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.
 - a) Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually disabled, and equipment added to cars and vans to permit their use by the disabled family member.
 - b) For non-elderly families and elderly families without medical expenses: the amount of the deduction equals the cost of all non-reimbursed expenses for disabled care and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
 - c) For elderly/disabled families with disability assistance expenses and medical expenses, when the total unreimbursed disability expense is equal to or more than three percent of Annual Income: the amount of the deduction equals the cost of all non-reimbursed expenses for disabled care and equipment less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

d) For elderly/disabled families with disability assistance expenses and medical expenses, when the total unreimbursed disability expense is less than three percent of Annual Income: the total unreimbursed disability assistance expense is compared to the earnings made possible by the disability assistance expense; the lower of these two figures is then added to the total out-of-pocket medical expense, and then three percent of Annual Income is then subtracted.

B. For elderly and disabled families only:

- 1) Medical Expense Deduction A deduction of non-reimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed. Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, insurance premiums (including the cost of Medicare), prescription and non-prescription medicines (non-prescription medicines must be prescribed by a licensed medical professional), transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by SFHA for the purpose of determining a deduction from income the expenses claimed must be verifiable.
 - a) For elderly families without disability expenses: The amount of the deduction shall equal total medical expenses less three percent of annual income.
 - b) For elderly families with both disability and medical expenses: the amount of the deduction is calculated as described in paragraph 1.c) above.
- 2) Elderly/disabled household exemption An exemption of \$400 per household, see Definitions in the next section.

13.6 Imputed Welfare Income

This applies to "covered families" who reside in public housing. A family's annual income includes the amount of imputed welfare income 13 (because of a specified welfare benefits reduction), plus the total amount of other annual income as determined in accordance with CFR 5.609.

- A. Specified welfare benefit reduction is a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of:
 - 1) Fraud by a family member in connection with the welfare program; or

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¹² "Covered families" are families who receive welfare assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

¹³ "Imputed welfare income" is the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

- Because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- B. Therefore, the SFHA shall not reduce a family's rent if the welfare assistance was reduced due to:
 - 1) Fraud by a family member in connection with the welfare program; or
 - 2) Welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
- C. Specified welfare benefit reduction does not include a reduction or termination of welfare benefits by the welfare agency:
 - 1) At expiration of a lifetime or other time limit on the payment of welfare benefits;
 - Because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - 3) Because a family member has not complied with other welfare agency requirements.
- D. At the request of the SFHA, the welfare agency will inform SFHA in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform SFHA of any subsequent changes in the term or amount of such specified welfare benefit reduction. SFHA will use this information to determine the amount of imputed welfare income for a family.
 - The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed.
 - 2) When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
 - 3) SFHA shall not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.
 - 4) If a public housing tenant claims that the SFHA has not correctly calculated the amount of imputed welfare income in accordance with HUD requirements, and if the SFHA denies the family's request to modify such amount, SFHA shall give the tenant written notice of such denial, with a brief explanation of the SFHA determination of the amount of imputed welfare income.
 - 5) The SFHA notice shall also state that if the tenant does not agree with the SFHA determination, the tenant may request a grievance hearing in accordance with the SFHA Grievance Policy.

13.7 Computing Total Tenant Payment (TTP) and Rent

A. For all families the total tenant payment shall be the greater of:

- 1) 30% of monthly Adjusted Income;
- 2) 10% of unadjusted monthly Annual Income; or
- 3) (SFHA's minimum rent of \$25)
- B. Mixed citizenship families (household contains at least one citizen or eligible immigrant and at least one non-citizen or person with ineligible immigration status) will pay a pro-rated TTP up to the HUD Maximum Rent unless the family chooses to pay flat rent. The SFHA flat rent will be higher than the HUD Maximum Ret. See Restrictions on Housing Assistance to Non-Citizens Policy (Appendix A).
- C . The Tenant Rent is equal to the Total Tenant Payment minus the Utility Allowance (if any) applicable to the unit. If the Utility Allowance is greater than the Total Tenant Payment, the resident is entitled to a utility reimbursement equal to the difference between the Utility Allowance and the TTP. The SFHA will pay this amount to the resident.

14.0 DEFINITIONS OF TERMS USED IN THIS STATEMENT OF POLICIES

14.1 Definitions

- Accessible dwelling units when used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in [24 CFR 8.32 & 40, the Uniform Federal Accessibility Standards] is "accessible" within the meaning of this paragraph. When an individual dwelling unit in an existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that address the impairment of that individual.
- Accessible Facility_- means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities [24 CFR 8.3].
- Accessible Route for persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility [24 CFR 8.3 & 40.3.5].
- Adaptability the ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types & degrees of disability [24 CFR 8.3 & 40.3.5].

- Admissions Advisory Committee a committee formed by a development's Resident Management Council or Local Advisory Council which assists the Eligibility Department in the admissions process. They may interview and review applicants to SFHA developments but they may not ask questions already posed by the Eligibility Department. The committee shall consist of residents from the development, the development Housing Manager and personnel from the Eligibility Department.
- Allocation Plan the Plan submitted by the SFHA and approved by HUD under which the SFHA is permitted to designate a building or portion of a building for occupancy by Elderly Families or Disabled Families. [24 CFR 945]
- Alteration any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems. [24 CFR 8.3 & 8.23 (b)]
- Applicant a person or a family that has applied for admission to housing.
- Area of Operation the jurisdiction of the SFHA as described in State law and the SFHA's Articles of Incorporation.
- Assets means "cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects." IMPORTANT: See the definition of Net Family Assets, for assets used to compute annual income [24 CFR 5.603].
- Auxiliary Aids means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities [24 CFR 8.3].
- Care attendant a person that regularly visits the unit of a SFHA resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by SFHA must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.
- Citizen a citizen (by birth or naturalization) or national of the United States [24 CFR 5.504].
- Co-head of household a household where two persons are held responsible and accountable for the family.
- Continued Assistance a mixed family may receive continued housing assistance (full housing benefits instead of pro-rated rent) if: the head of household or spouse has citizenship or eligible immigration status (as of November 29, 1996), and the family composition consists of: the children of the head of household and/or spouse and the parents of head of household and/or spouse [24 CFR 5.518].

- Custodial Parent children who are subject to a joint custody agreement, but who live with one parent at least 51% of the time, will be considered as members of that household and that parent will be considered the custodial parent. 51% of the time is defined as 183 days of the year, which do not have to run consecutively.
- Dependent a member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled or a full-time student [24 CFR 5.603].
- Designated Family means the category of family for whom SFHA elects to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act [24 CFR 945.105].
- Designated Housing (or designated project) a project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with a HUD approved allocation plan [24 CFR 945. 105].
- Development, Section 504 means the whole of one or more residential structures & appurtenant structures, equipment, roads, walks, & parking lots which are covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site [24 CFR 8.3].

Disability:

- a) "Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
- b) In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as define in section 415(i)(1) of 42 U.S.C. Section 423 (d)(1)(A)), inability by reason of such blindness to engage in substantial gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."
- c) The Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)) defines developmental disability in functional terms as:
 - (1) A severe, chronic disability of a person 5 years of age or older which:
 - i. Is attributable to a mental or physical impairment or combination of mental and physical impairments:
 - ii. Is manifested before the person attains age twenty-two;
 - iii. Is likely to continue indefinitely;

- iv. Results in substantial functional limitations in three or more of the following areas of major life activity: (i) self-care, (ii) receptive and responsive language, (iii) learning, (iv) mobility, (v) self-direction, (vi) capacity for independent living, and (vii) economic self-sufficiency; and
- v. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children, means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in development disabilities if services are not provided."
- Disabled Family means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides [24 CFR 5.403(b)].
- Displaced Person means a family in which each member, or whose sole member is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. For purposes of redevelopment activities, a family may also be displaced as defined in the Uniform Relocation Act. Such families have been displaced if they have been required to permanently move from real property for the rehabilitation or demolition of such real property. These families may be entitled to special benefits under the Uniform Relocation Act [49 CFR 24.2 (g)].
- Divestiture Income imputed income from assets disposed of by applicant or resident in the last two years at less than fair market value. (See the definition of Net Family Assets in this section.)
- Economic Self-Sufficiency Program: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Can include: job training; employment counseling; basic skills training; education; English proficiency; workfare, financial or household management; apprenticeship; or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).
- Elderly Family means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.
- Elderly Person a person who is at least 62 years of age [24 CFR 945.105].

- Eligible Immigration Status For non-citizens, the proof of eligible immigration status consists of a signed certification of eligible immigration status and the original copy of an acceptable INS document. Examples: Alien Registration Receipt Card (for permanent resident aliens), Arrival-Departure Record, Temporary Resident Card, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories [24 CFR 5.508].
- Extremely Low Income Family a family whose annual income does not exceed 30% of the median income for the area as determined by HUD with adjustments for smaller and larger families [24 CFR5.603].
- Family One or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of the law who will live together in SFHA housing. Or two or more person who are not so related, but can verify shared income or resources who will live together in SFHA housing. This definition includes but is not limited to:
 - A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
 - b) An elderly family;
 - c) A near-elderly family;
 - d) A disabled family;
 - e) A displaced family;
 - f) The remaining member of a tenant family; and
 - g) A single person who is not an elderly or displaced person with disabilities, or the remaining member of a tenant family [24 CFR 5.403 (b)].
- Full-Time Student a person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school, or trade school [24 CFR 5.603].
- Hate Crimes a criminal act in which hostility or negative attitude toward, or prejudice against, any group or individual due to race, color, ethnicity/national origin, religion, gender, sexual orientation, or handicap is the motivating factor. (see Section 8.0 for more details)
- Head of the Household means the family member (identified by the family) who is held responsible and accountable for the family.
- Imputed Welfare Income the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent [24 CFR 5.6159(c)(1)].

- Individual with Disabilities Section 504 Definition [24 CFR 8.3] -- The Section 504 definitions of Individual with Disabilities and Qualified Individual with disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term "individual with a disability."
 - a) Individual with disabilities means any person who has a physical or mental impairment that:
 - (1) Substantially limits one or more major life activities;
 - (2) Has a record of such an impairment; or
 - (3) Is regarded as having such an impairment.
 - b) For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.
 - c) Definitional elements:
 - (1) As used in this definition the phrase, "physical or mental impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or
 - (2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
 - (3) "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
 - (4) "Has a record of such an impairment" means has a history of, or has been incorrectly classified as having, a mental or physical impairment that substantially limits one or more major life activities.
 - (5) "Is regarded as having an impairment" means:

- i) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation.¹⁴
- ii) Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or
- iii) Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.
- d) The 504 definition of disabled does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered.
- e) The 504 definition of individual with disabilities is a civil rights definition. To be consider for admission to public housing a person must meet the program definition of person with disabilities found in this section.
- Kinship care an arrangement in which a relative or non-relative becomes the primary caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law).
- Live-in Aide a person who resides with an elderly person(s) or person(s) with disabilities and who: is determined by SFHA to be essential to the care and well being of the person(s); is not obligated to support the family member; would not be living in the unit except to provide the necessary supportive services; and submits verification of qualifications or certification as a live-in aide by a social worker or health care provider [24 CFR 5.403].

The SFHA policy on live-in aides stipulates that:

- a) Before a live-in aide may be moved into a unit, a third-party verification must be supplied that establishes the need for such care and the fact that the person cared for will be able to remain in the unit and comply with the lease terms as the result of such care:
- b) Move-in of a live-in aide must not result in overcrowding of the existing unit (although, a reasonable accommodation for a resident with a disability may be to move the family to a larger unit);
- c) Live-in aides have no right to the unit as a remaining member of a resident family;

A person would be covered under the first item if the SFHA refused to serve the person because of a perceived impairment and thus "treats" the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of the SFHA's housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.

- d) Relatives who satisfy the definitions and stipulations above may qualify as a Live-in Aide but only if they sign a statement prior to moving in relinquishing all rights to the unit as the remaining member of a resident family.
- b) A live-in aide can be a single person. A live-in aide with a family may also be considered for admission to the unit provided that the addition of the Live-in Aide's family does not result in overcrowding of the existing unit. The adult members of the live-in aide's family must meet the SFHA's screening criteria.
 - f) A live-in aide will be required to meet the SFHA's screening requirements with respect to past behavior especially:
 - (1) A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors;
 - (2) Criminal activity such as crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or the development; and
 - (3) A record of eviction from housing or termination from residential programs.
- Low-Income Household a family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families [24 CFR 5.603].
- Medical Expense Allowance for purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense in excess of 3% of Annual Income, when these expenses are not compensated for or covered by insurance [24 CFR 5.603].
- Minor A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent.) Some minors are permitted to execute contracts, such as the SFHA Residential Lease Agreement and Contract (Appendix D), provided a court declares them "emancipated."

- Mitigating Circumstances Review Board this board reviews the cases of applicants who refute negative information that likely will result in the rejection of their application for housing. The board consists of one (1) Eligibility Department staff, one Housing Manager from a SFHA development and one (1) resident as determined by the Administrative Director of the SFHA's Eligibility Department. Resident Mitigating Circumstances Review Board members will be held to the same ethical and privacy standards as SFHA employees and are subject to applicable fair housing laws. The recommendations of a Mitigating Circumstances Review Board are advisory and in all cases the final decision regarding admission to the SFHA shall be with the Administrative Director of the Eligibility Department.
- Mixed Family a family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. Mixed families are eligible for housing assistance based on a pro-rated rent [24 CFR 5.504].
- Mixed Population Housing Development means a public housing development for elderly and disabled families. The SFHA is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan [24 CFR 945.105].
- Multifamily Housing Development for purposes of Section 504, means a project containing five or more dwelling units [24 CFR 8.3].
- National person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession [24 CFR 5.504].
- Near-elderly Family means a family whose head, spouse, or sole member is at least 50 years of age but below the age of 62, who may be a person with disabilities; or two or more persons who are at least 50 years of age but below the age of 62 living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
- Near-elderly Person means a person who is at least 50 years of age but below 62, who may be a person with a disability [24 CFR 945.105].
- Net Family Assets [24 CFR 5.603 and 24 CFR 5.609] the net cash value, after deducting reasonable costs that would be incurred in disposing of:
 - a) Real property (land, houses, mobile homes);
 - b) Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals);
 - c) Cash value of whole life insurance policies;
 - d) Stocks and bonds (mutual funds, corporate bonds, savings bonds);
 - e) Other forms of capital investments (business equipment);

- f) Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity;
- g) Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for <u>less than</u> fair market value during the two years preceding the date of the initial application or re-examination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale; and
- h) The case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms [24 CFR 5.603].

Permanently Absent – An individual shall be deemed permanently absent if s/he is gone from the unit for more than 90 total days in any 12-month period. An individual may be deemed *temporarily absent* for longer than 90 total days in a 12-month period only for the following reasons:

- a) s/he is residing in a nursing or care facility for the recovery of a physical or mental illness a letter from the attending physician must be provided stating that the individual is anticipated to return to her/his unit within no more than 6 months from the first day of absence from the unit.
- s/he is in another city/state/county to take care of an immediate family member with a serious medical or mental illness a letter from the attending physician a letter from the attending physician must be provided stating that the immediate family member is anticipated to recover or no longer need assistance within no more than 6 months from the first day of the individual's absence from the unit.

Person with Disabilities [24 SFR 945.105] – a person who:

- a) Has a disability as defined in Section 223 of the Social Security Act (42 USC. 423); or,
- b) Is determined to have a physical or mental impairment that:
 - (1) Is expected to be of long continued and indefinite duration;
 - (2) Substantially impedes his/her ability to live independently; and,
 - (3) Is of such nature that such disability could be improved by more suitable housing conditions; or,
- c) Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act [42 USC. 6001 (5)].

- Portion of Development includes, one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects [24 CFR 945.105].
- Pro-rated Rent Calculated by subtracting the Total Tenant Payment (TTP) from the Maximum Rent. The result is the family maximum subsidy. Divide the family maximum subsidy by the number of household members. This is the member maximum subsidy. Multiply the member maximum subsidy by the number of family members with citizenship or eligible immigration status. This is the eligible subsidy. Subtract the eligible subsidy from the maximum rent to arrive at the family's rent [24 CFR 5.520]. See Restrictions on Assistance to Non-Citizens Policy, (Appendix A).
- Qualified Individual with Disabilities, Section 504 with respect to any non-employment program or activity which requires a person to perform a service or to achieve a level of accomplishment, means an individual with disabilities who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the recipient (SFHA) can demonstrate would result in a fundamental alteration in its nature. [24 CFR 8.3]

For example, a chronically mentally ill person whose particular condition poses a significant risk of substantial interference with the safety or enjoyment of others or with his or her own health or safety in the absence of necessary supportive services may be "qualified" for occupancy in a project where such supportive services are provided by the recipient as a part of the assisted program. The person may not be "qualified" for a project lacking such services.

- Service Provider means a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by State or local_law for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis. [24 CFR 945.105]
- Single Person means a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, a near-elderly person, or the remaining member of a tenant family.

Standard Permanent Replacement Housing [24 CFR 950.305(a)(2)] - such housing is:

- a) Decent, safe, and sanitary;
- b) Adequate for the family size;
- c) Occupied pursuant to a lease or occupancy agreement; and
- d) Does not include a transient facility such as a motel, hotel, or temporary shelter for victims of domestic violence or homeless families. In the case of domestic violence, the term does not include the housing unit, which the applicant, applicant's spouse, or other member shared with the person who engaged in the violence.

- Spouse means the husband or wife of the head of the household.
- Supportive Services means services available to persons residing in a development, requested by disabled families and for which there is a need. The term may include, but is not limited to: meal services, health-related services, mental health services, services for non-medical counseling, meals, transportation, activities of daily living, safety, group activities, assistance with medications (in accordance with State law), and case management. [24 CFR 945.105]
- Supportive Services Plan The plan describing how SFHA will provide or arrange for the provision of the appropriate supportive services requested by the disabled families who will occupy the designated housing and who have expressed a need for these services. [24 CFR 945.205(b)]
- Temporarily Absent An individual shall be deemed temporarily absent if s/he is gone from the unit for more than 30 consecutive days but less than 90 total days in any 12-month period. The family member must notify the Property Office of any absence that will be for longer than 30 consecutive days.
- Tenant an adult (18 or over or a court declared emancipated minor) who has signed the lease.
- Tenant Rent The amount payable monthly by the Family as rent to the SFHA. Where all utilities (except telephone) and other essential housing services are supplied by the Authority, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the SFHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. [24 CFR 5.603]
- Tenant Payment (TTP) The portion of rent that is based on a resident's income. The greater of 30% of the monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies) or the PHA's Minimum Rent. If the Resident pays any utilities, the amount of the Utility Allowance is deducted from the TTP. See the definition for Tenant Rent. [24 CFR 5.613]
- Federal Accessibility Standards Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically disabled persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross-reference in 504 regulations. [24 CFR 8.32 (a)]
- Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility. [24 CFR 5.603]

ACOP 100 Revised July 1, 2008

- Very Low-Income Family means a family whose Annual Income does not exceed 50 percent of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development. [24 CFR 5.603]
- Violent Criminal Activity any criminal activity that has one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.
- Utility Reimbursement_- means funds that are reimbursed to a resident when the Utility Allowance for a unit exceeds the resident's Total Tenant Payment. [24 CFR 5.603]

ACOP 101 Revised July 1, 2008

SAN FRANCISCO HOUSING AUTHORITY ADMISSIONS AND OCCUPANCY POLICY

APPENDIX A:

Restrictions on Housing Assistance to Non-Citizens Policy

RESTRICTIONS ON HOUSING ASSISTANCE TO NON-CITIZENS POLICY

I. BACKGROUND

Section 214 of the Housing and Community Development Act of 1980 restricts assistance to citizens (including nationals) or non-citizens who have eligible immigration status. Subsequent amendments provided for an "opt-out" clause that allowed housing authorities the flexibility to not implement Section 214. Section 592 of the "Quality Housing and Work Responsibility Act of 1998"(QHWRA), amended Section 214 of the Housing and Community Development Act of 1980, making it mandatory that housing authorities implement the regulations as set forth in the HUD Guidebook entitled *Restrictions on Assistance to Non-Citizens*, dated July 1995 and further clarified in HUD's Final Rule *Revised Restrictions on Assistance to Non-Citizens*, dated April 30,199. Section 592 of the "QHWRA" became effective upon the date of enactment of the "QHWRA", October 21,1998. To that end, the San Francisco Housing Authority will administer the residency rule regulations and apply the provisions of the law equally to all applicants and residents. The SFHA will administer the restrictions on the use of assisted housing by non-citizens with ineligible immigration status imposed by this rule in conformity with the Federal nondiscrimination requirements of, including, but not limited to the following:

- Title VI of the Civil Rights ACT of 1964(42 U.S.C. 2000d-2000d5) and the implementing regulations in 24 CFR Part 1;
- Section 504 of the Rehabilitation Act of 1973(29 U.S.C. 794) and the implementing regulations in 24 CFR Part 8;
- The Fair Housing Act(42 U.S.C. 3601-3619) and the implementing regulations in 24CFR Part 100; and
- Any other civil rights statutes cited in the applicable program regulations.

Current residents will be notified regarding the requirements of this policy before their next annual re-certification after September 30,1999. Individuals and families with pending applications shall be notified as soon as possible.

II. CURRENT RESIDENTS

Current residents, who did not declare citizenship prior to the SFHA invoking the "opt-out" provision, must declare citizenship or eligible immigration status at their next annual recertification. If at that time, it is determined that a family or family members do not have eligible immigration status, the provisions of the HUD rule as set forth shall be applied.

A. Certification: At the time of their annual re-certification after September 30,1999, all current residents are required to provide proof of citizenship or eligible immigration status, or to elect not to contend that one has eligible immigration status. The requirement applies

to all family members (See Attached Forms).

- 1. Citizen: For each family member who is a United States citizen, the evidence consists of a signed declaration of U.S. citizenship. No further verification is required. This document is signed under penalty of perjury.
- Non-citizens 62 Years or Older: Residents that are not citizens, and are age 62 years or older are required to show proof of age and signed certification of eligible immigration status.
- 3. Non-citizens Under the Age of 62: For non-citizens under the age of 62, the evidence consists of a signed certification of eligible immigration status (See Attached Form) and the submission of the original of one of the acceptable INS documents: Alien Registration Receipt Card (for permanent resident aliens), Arrival/Departure Record, Temporary Resident Card, Asylum or Refugee Documents, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories.
- 4. Minors: Declaration of eligible immigration status also applies to minors. For each minor, a certification must be signed by an adult who is residing in the unit and is responsible for the minor (**See Attached Form**).
- 5. Family Members Electing Not To Claim Eligible Immigration Status: For each family member electing not to confirm that he/she has eligible immigration status, the member(s) must be listed separately. A signature from the individual(s) is optional. However, the head of house or spouse with eligible immigration status must sign and date the list (See Attached Form).
- **B. Verification**: After an acceptable INS document has been submitted by the applicant and witnessed by the staff, the applicant(s) shall sign a verification consent form which authorizes an INS search to confirm eligible immigration status. **SFHA staff shall not conduct the INS verification without obtaining the applicant's signed consent.**
 - 1. Staff shall photocopy the front and the back of the INS document and return the original to the resident. SFHA shall verify eligible status in the INS Systematic Alien Verification for Entitlements Program (SAVE). **Verification shall not occur unless there is a signed consent form.**
 - If the resident refuses to sign the verification consent form, for purposes of determining the housing assistance for the family, the family member shall be considered as not having eligible immigration status.
 - 3. SFHA shall request, and the INS shall conduct, a manual secondary check of records in all instances where the SAVE system query results in a negative response.
 - 4. A resident who submits eligible immigration documentation may not be penalized for delays on the part of those entities which must verify eligible immigration status.

- **C. Housing Assistance Determination:** For current residents where some of the family members have eligible citizenship status and some do not (mixed family), monetary assistance may be continued or prorated depending on family composition. For current residents where no family member has eligible citizenship status, monetary assistance will be terminated.
- **D. Proration of Rent:** Pro-ration of Rental Assistance: A mixed family shall have their housing assistance prorated according to the number of family members who have eligible status.
 - 1. The steps to prorate the TTP are as follows:
 - a. Determine Total Tenant Payment, using income of all family members, including any family member who has not established eligible immigration or citizenship status.
 - b. Subtract the TTP from a HUD-required Public Housing Maximum Rent applicable to the PHA.
 - This sum is the maximum subsidy for which the family could qualify if all members were eligible (Family Maximum Subsidy)
 - c. Divide the Family Maximum Subsidy by the number of persons in the family to determine maximum subsidy per family member who has eligible status to get the Member Maximum Subsidy.
 - d. Multiply the Member Maximum Subsidy by the number of eligible family members (Eligible Subsidy)
 - e. Subtract the amount of the eligible subsidy from the Public Housing Maximum Rent.

2. HUD Maximum Rent

- a. The HUD Maximum Rent is established according to Appendix H of the HUD Guidebook 7465.7, Restrictions on Assistance to Noncitizens
- b. The maximum rent is based on the value of the 95th percentile of the total tenant payment (TTP) for each tenant within the SFHA. The TTP is reported on Line 9j of the Form HUD-50058.
- c. The SFHA shall use a PHA-wide schedule of maximum rents. The maximum rents shall be established for each fiscal year.

III. APPLICANTS

Individuals or families applying for housing assistance must provide certification of citizenship or proof of eligible immigration status at the time of the initial eligibility interview. If at that time, it is determined that the individual, family or family members do not have eligible immigration status, the provisions of the HUD rule as set forth shall be applied.

- **A. Certification**: Applicants are required to submit evidence of citizenship or eligible immigration status, or to elect not to contend that one has eligible immigration status.
 - 1. Citizen: For each family member who is a United States citizen, the evidence consists of a signed declaration of U.S. citizenship. No further verification is required. This document is signed under penalty of perjury.
 - 2. Non-citizen: For non-citizens, the evidence consists of a signed certification of eligible immigration status and the submission of the original of one of the acceptable INS documents: Alien Registration Receipt Card (for permanent resident aliens), Arrival/Departure Record, Temporary Resident Card, Asylum or Refugee Documents, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories.
 - 3. Minors: Declaration of eligible immigration status also applies to minors. For each minor, a certification must be signed by an adult who is residing in the unit and is responsible for the minor.
 - 4. Family Members Electing Not to Contend Eligible Immigration Status: For each family member electing not to confirm that he/she has eligible immigration status, the member(s) must be listed separately. A signature from the individual(s) is optional. However, the head of house or spouse with eligible immigration status must sign and date the list.
- **B. Verification**: After an acceptable INS document has been submitted by the applicant and witnessed by the staff the applicant (s) shall sign a verification consent form which authorizes an INS search to confirm eligible immigration status.
 - 1. Staff shall photocopy the front and the back of the INS document and return the original to the applicant.
 - SFHA shall verify eligible status in the INS Systematic Alien Verification for Entitlements Program (SAVE). Verification shall not occur unless there is a signed consent form.
 - 3. If the applicant refuses to sign the verification consent form, for purposes of determining the housing assistance for the family, the family member shall be considered as not having eligible immigration status.
 - 4. SFHA shall request, and the INS shall conduct, a manual_secondary check of records in all instances where the SAVE system query results in an negative response.
 - 5. An applicant who submits eligible immigration documentation may not be penalized for

delays on the part of those entities, which must verify eligible immigration status.

- **C. Determination of Housing Assistance**: A mixed family's housing assistance will be prorated according to the number of family members who have eligible status, as described in II D of this document.
- D. Families that have no members who are citizens or have eligible immigration status are ineligible for public housing: The application shall be denied.

IV. APPEALS

- **A. Request for Appeal:** Upon receipt of notification that the INS secondary verification failed to confirm eligible immigration status, the SFHA shall notify the family in writing of the results of the INS verification and their option to request an appeal to the INS.
- **B. Delay of Assistance:** The SFHA shall not delay, deny or terminate assistance until the completion of the INS appeal process for applicants or the completion of the INS process and the SFHA informal hearing process for current residents.

V. FAILURE TO SUBMIT EVIDENCE OF FAMILY COMPOSITION OR ELIGIBLE STATUS

- A. One-time Evidence Requirement for Continuing Occupancy: The family is required to submit evidence of eligible immigration status for each family member only once during continued occupancy or at the time of the applicant interview. Documentation shall be submitted for any new family members(s) added to the lease at the time the request for lease addition is made.
- **B.** Failure to Submit Evidence or Establish Eligible Immigration Status. If the family fails to submit the required evidence of citizenship, or eligible immigration status, the authority will terminate the lease or deny the application for admission.
- C. Changes in Family's Status If there is a change in the family composition or the eligible status of a family member that effected the resident rule status of the entire family, such changes should be reported to the SFHA's Eligibility Department (if an applicant) or to the appropriate development management office (if a resident) so the change of status can be recorded as soon as possible.
- **D. Changing Participation in a HUD Program** Whenever a family applies for admission to a Section 214 covered program, evidence of eligible immigration status must be submitted unless the family has already submitted the evidence to the SFHA for a covered program.

VI. FRAUD

When Fraud is Suspected with Response to a Declaration of Citizenship If the SFHA receives verifiable information that provides a substantial basis to believe that a resident/applicant may have deliberately misrepresented his or her eligibility status and is receiving financial assistance for which he or she may not be eligible, the SFHA shall refer the case to the HUD Inspector General for follow up.

PROCEDURES WHEN DECLARATION OF CITIZENSHIP FRAUD SUSPECTED

- I. When the Authority obtains concrete evidence of conflicting information, the Authority will:
 - A. Obtain additional information from other persons or agencies
 - B. Take other actions to verify either the applicant/resident/program participant's information or the conflicting information
- II. If the Authority's effort conclude that the applicant/resident/program participant supplied incorrect information, then staff must:
 - A. Document the findings
 - B. Notify the applicant/resident/program participant in writing of the error, identifying what information is believed to be incorrect
 - C. Provide the applicant/resident/program participant with an opportunity to meet with SFHA staff within 10 calendar days to discuss the allegation(s)
 - D. Inform the applicant/resident/program participant that failure to do so may result in the termination of the resident/program participant's assistance or denial of the application
 - E. Arrange the meeting with a SFHA representative who has not been involved in any manner with the review of the allegedly false information.
- III. If the applicant/resident/program participant responds and convinces the Authority that the submissions were correct, then:
 - A. Staff shall document the record accordingly and close the investigation.
 - B. Rental assistance payments continue to be made at the set amount.
 - C. There is no adjustment to the applicant/resident/program participant's rent.
- III. If the Authority determines that there is adequate basis for further investigation, then the Authority should require the applicant/resident/program participant to submit whatever documentation is necessary to resolve the issue.

- IV. If the applicant/resident/program participant choose to provide a new declaration as an eligible non-citizen, then:
 - A. Staff shall have the applicant/resident/program participant complete a verification consent form and submit required evidence.
 - B. Staff shall conduct a primary verification and, if necessary, forward that information to the INS for secondary verification.
- V. If the applicant/resident/program participant is still found ineligible at the end of the verification process or choose not to contend eligible status, then the Authority shall take the appropriate action to:
 - A. Adjust the rent
 - B. Terminate the assistance
 - C. Deny the application

END OF INVESTIGATION

DOCUMENTATION OF ELIGIBILE IMMIGRATION STATUS

Staff shall witness the **original** document(s) for each family member declaring eligible immigration status and photocopy (from and back) each document. Keep a copy in the file. Immediately return the original documents to the family.

The following original documents are acceptable evidence of eligible immigration status, subject to verification with the INS:

- Form 1-151, Alien Registration Receipt Cart (issued to lawful permanent residents prior to 1979). Form 1-151 will no longer be valid after March 20, 1996.
- 2. Form 1-551, Alien Registration Receipt Card (for permanent resident aliens);
- 3. Form 1-94, Arrival-Departure Record, with one of the following annotations;
 - a. "Admitted as Refuges Pursuant to Section 207";
 - b. "Section 208" or "Asylum";
 - c. "Section 243 (h)" or "Deportation stayed by Attorney General":
 - d. "Paroled Pursuant to Section 212(d)(5) of the INS:;
- 4. If Form 1-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
 - a. A final court decision granting asylum (but only if no appeal is taken);
 - A letter from an INS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990);
 - c. A court decision granting withholding of deportation; or
 - d. A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990(.
- 5. Form 1-688, Temporary Resident Cart, which must be annotated "Section 245A: or "Section 210";
- 6. Form 1-688B, Employment Authorization Card, which must be annotated

"Provision of Law 274a.120 1)" or "Provision of Law 247a.12";

7. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX B:

Resident Grievance Procedures RESIDENT GRIEVANCE PROCEDURES

I. Applicability

A. This Grievance Procedure is limited to disputes between individual residents and SFHA where SFHA's actions, or failure to act involving the individual resident's lease or SFHA regulations, which adversely affect the individual resident's rights, duties, welfare, or status.

B. Situations not included:

- 1. Disputes between residents in which SFHA is not involved.
- 2. Any changes in policies and/or procedures between groups of residents and SFHA's Board of Commissioners.
- 3. Class grievances.
- 4. Any criminal activity on or off SFHA property that threatens the health, safety of other residents of the SFHA, Employees or Contractors of the SFHA, persons on or near SFHA property, or member of a law enforcement agency;
- 5. Any violent criminal activity, or drug-related criminal activity, on or off SFHA property, committed by the Tenant, any Household Member, any Guest, or person under the Tenant's control.
- Any criminal activity on or off SFHA property that threatens the rights of other SFHA residents to peaceful enjoyment of SFHA property, committed by the Tenant, any Household Member, any Guest, or any person under the Tenant's control. that results in felony conviction of a household member.
- Any criminal activity that resulted in felony conviction of a household member.

II. Definitions

- A. **Grievance.** Any dispute which a resident may have with respect to SFHA action or failure to act in accordance with the individual resident's lease or SFHA regulations which adversely affect the individual resident's rights, duties, welfare, or status.
- B. **Complainant.** Any resident whose grievance is presented to SFHA or the Development manager in accordance with the adopted procedures.
- C. Elements of Due Process. Any eviction or termination of residency in a

State or local court in which the following procedural safeguards are required:

- 1. Adequate notice to the resident of grounds for terminating the residency and for eviction;
- Opportunity for the resident to examine all relevant documents, records and regulations of SFHA prior to the hearing for the purpose of preparing a defense;
- 3. Right of the resident to be represented by counsel;
- 4. Opportunity for the resident to refute the evidence by SFHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
- 5. A decision on the merits.
- D. **Hearing Officer.** A person selected to hear grievances and make a decision.
- E. **Resident.** The adult person (or persons) (other than a live-in aide):
 - 1. Who resides in the unit, and who executed the lease with the SFHA as lessee of the dwelling unit, or, if no such person now resides in the unit.
 - 2. Who resides in the unit, and who is the remaining head of household of the resident family residing in the dwelling unit..
- F. **Informal Settlement:** Meeting held with complainant and manager in an attempt to resolve the Grievance before going to formal grievance hearing.
- G. **Summary of Discussion.** Result of informal hearing specifying the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and specifying the procedures by which a hearing may be obtained if the complainant is not satisfied.
- H. **Escrow Account**. Money held by a third person or party as a good faith promise until a determination is made on what to do with the money.
- I. **Waiver.** To release a right or claim the complainant may have to contest the SFHA's disposition of his/her grievance.
- J. **Trial De Novo.** The right to a new trial.

III. Responsibilities for a resident requesting a hearing.

Before a complainant can request a hearing by a Hearing Officer, the grievance must be submitted for informal settlement. As a condition precedent to a formal hearing, all grievances shall be personally presented, either orally or in writing, for informal settlement to the property management office in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. However, if the complainant can show good cause why he/she failed to proceed in accordance with the foregoing to the hearing panel, the Hearing Officer may waive provisions of this section.

IV. Informal Settlement of Grievance

Any request for an Informal Settlement must be presented, in writing, within ten (10) days after the SFHA makes the decision that the resident wishes to grieve. The Informal Settlement will be conducted within fifteen (15) days following receipt of the request. Grievances relating to a notice to quit must be presented within the period set forth on such notice.

- A. Summary of the Informal Settlement discussion must be prepared by the SFHA within five (5) working days.
- B. The Summary of Discussion will specify:
 - 1. Names of the participants (the SFHA shall be represented by the Property Manager, District Director, and the Director of Housing Management);
 - 2. Date and time of the meeting;
 - 3. Nature of the proposed disposition of the complaint;
 - 4. Specific reasons for the proposed disposition of the complaint;
 - 5. Procedures by which a hearing may be obtained if the complainant is not satisfied:
 - 6. Statement in bold writing that the complainant has ten (10) days after receipt to request a Hearing. If the complainant's primary language is not English this statement must be provided in the appropriate language.
- C. Copies of the Summary of Discussion will be distributed as follows:
 - 1. One copy will be sent to the complainant by Registered or Certified mail or

given personally to complainant and a signed receipt obtained from the complainant.

2. One copy will be retained in the complainant's resident file at the SFHA management office

V. Procedure to obtain a Formal Hearing

If the complainant is dissatisfied with the final result of the Informal Settlement decision, he/she must submit a written request for a formal hearing to the SFHA Legal Department within ten (10) days after receiving the Summary of Discussion. This notice shall be in English and each of the following languages: Spanish, Russian, Chinese, Cambodian or Vietnamese.

- A. The written request for a Hearing must specify:
 - 1. Reason(s) for the grievance;
 - 2. Action or relief sought
 - B. A receipt signed by the complainant, or a return receipt for delivery of Registered or Certified mail, whether or not signed, will be sufficient proof to establish time of delivery for the Summary of Discussion, and/or, if applicable, the decision of the emergency transfer review panel.

VI. Failure to request a Formal Hearing

If the complainant does not request a Hearing within ten (10) days following the date of receipt of the Summary of Discussion , then:

- A. SFHA's decision of the grievance as stated in the Summary of Discussion, becomes final and effective as of SFHA's close of business on the fifth (5th) working day.
- B. Such failure shall not constitute a waiver by the complainant of his/her right to contest the SFHA's action in disposing of the complaint in an appropriate judicial proceeding.

VII. Selection of Hearing Officer

Grievance shall be presented before a hearing officer selected pursuant to these rules.

The Executive Director, in consultation with the recognized tenant associations, shall appoint three individuals to serve as grievance hearing officers. Each officer shall be charged individually with conducting hearings in accordance with the rules set forth in this policy and shall have the ability to read and write and follow and understand the procedures of the grievance process.

VIII. Schedule of hearings

Following the informal settlement meeting and upon a request for a Formal Hearing, then the following will take place:

- A. The Hearing Coordinator, an employee of the SFHA who shall be charged with setting hearing dates, will promptly schedule a hearing. The time and place for the hearing will be reasonably convenient to both the complainant and the SFHA.
- B. The Hearing Coordinator will schedule the hearings for the second Friday of each month. The hearings will be held before one of the three designated Hearing Officers, who shall rotate responsibilities on a monthly basis. The Hearing Officer shall hear all grievances pending at the time of the monthly hearing. Any resident may object, on a one-time basis, to the designated Hearing Officer or to the time and place of the hearing. However, the objection must be filed and delivered to the Hearing Coordinator at least 24 hours before the hearing is scheduled to commence. Failure to file an objection in compliance with this rule will be considered a waiver of any right to object to the Hearing Officer or time and place of the hearing.

If the tenant objects to time, place and/or the Hearing Officer, then the hearing shall take place at the next regularly scheduled monthly hearing date.

- C. Written notification will be delivered to the complainant and appropriate SFHA official by Registered, Certified Mail, or delivered personally and a signed receipt obtained. The written notification will specify:
 - 1. Time of Hearing;
 - 2. Place of Hearing; and
 - 3. Procedures governing the Hearing.
- D. Receipts signed by the complainant or SFHA Official, or return receipts for delivery of Registered or Certified mail, whether signed or not, will be sufficient to establish delivery.

IX. Procedure governing hearing

- A. The Hearing shall be held before a Hearing Officer.
- B. The complainant and SFHA shall be afforded a fair Hearing providing the basic safeguards of due process which include:
 - The opportunity upon request to examine before and during the Hearing, and, at the expense of the complainant, to copy all documents, including records and regulations, of the SFHA that are directly relevant to the Hearing;
 - 2. The right to be represented by counsel or other person chosen as his/her representative;
 - 3. The right to a private hearing unless the complainant requests a public hearing;
 - 4. The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the SFHA, and to confront and cross-examine all witnesses upon whose testimony or information SFHA relies; and
 - 5. A decision based solely and exclusively upon the evidence presented at the hearing.
- C. The Hearing Officer may render a decision without proceeding with the Hearing if the Hearing Officer determines that the issue has been previously decided in another proceeding.
- D. At the Hearing, the complainant must first make a showing of an entitlement to the relief sought, and thereafter SFHA must sustain the burden of justifying the SFHA action or failure to act against which the complaint is directed.
- E. The Hearing shall be conducted informally by the Hearing Officer and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings.
- F. The Hearing Officer shall require the SFHA, the complainant, Counsel and other participants or spectators to conduct themselves in an orderly fashion.

- G. Failure to comply with the directions of the Hearing Officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
- H. The complainant or SFHA may arrange, in advance and at the expense of the party making such request, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

X. Failure to appear at hearing

- A. Failure of either party or their representative to appear at the Hearing shall enable the Hearing Officer to determine that the non-appearing party has waived its right to a hearing.
- B. The complainant and the SFHA will both be notified in writing of the determination and/or decision by the Hearing Officer.
- C. Emergency or other serious situations will be considered on a case by case basis in the determination that the party has waived his/her right to a hearing.
- D. Failure of the complainant to appear at the Hearing or a determination the complainant has waived his/her right to a hearing shall not constitute a waiver of any right the complainant may have to contest the (SFHA's) disposition of the grievance in an appropriate judicial proceeding.

XI. Decisions of the Hearing Officer

- A. The Hearing Officer shall prepare a written decision, together with the reasons, within ten (10) working days after the hearing.
- B. A copy of the decision will be sent to the complainant and the SFHA at the same time.
- C. The SFHA will retain a copy of the decision in the resident's folder.
- D. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the SFHA and made available for

inspection by a prospective complainant, his/her representative, or the Hearing Officer.

- E. The decision of the Hearing Officer shall be binding on the SFHA, which shall take all actions, or refrain from any actions, necessary to carry out the decision. However, the Board of Commissioners of the SFHA shall have the authority to reverse any decision of the Hearing Officer within fifteen (15) days and shall promptly notify the complainant of its determination, when:
 - 1. The grievance does not concern an act or failure to act on the part of the SFHA which adversely affects the complainant's lease, or SFHA regulations, rights, duties, welfare, or status.
 - 2. The decision of the Hearing Officer is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the SFHA.
- F. A decision by the Hearing Officer or Board of Commissioners in favor of the SFHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

XII. Eviction actions in grievances involving lease terminations.

- A. If a resident has requested a hearing on a complaint involving a SFHA notice of termination, and the Hearing Officer upholds the SFHA's action to terminate the residency, the SFHA shall not commence an eviction action in a State or local court until it has served a notice to vacate to the resident.
- B. In no event shall the notice to vacate be issued prior to the decision of the Hearing Officer having been mailed or delivered to the complainant.
- C. Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the appropriate authorized period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him/her and he/she may be required to pay court costs and attorneys' fees.
 - 1. The Authority shall not terminate or refuse to renew the Dwelling Lease,

- other than for serious or repeated violation of material terms of the lease, such as the failure to make payments due under the lease, to fulfill the resident obligations as set forth in the lease, the violation of other provisions of the lease or for other good cause.
- 2. Habitual lateness in payment of rent shall be considered a violation of a material term of the lease, and grounds for eviction. Habitual lateness is defined as a failure to pay rent on the date it is due three (3) times within any consecutive twelve (12) month period.
- 3. Every reasonable and diligent administrative effort will be made by the Authority to avoid eviction. Before the Authority may take action to terminate the lease and evict a family for any cause, it shall given adequate administrative notice before pursuing appropriate legal actions. Adequate notice shall be as follows:
 - a) Fourteen (14) days in the case of failure to pay rent.
 - b) Three (3) days in the case of a creation or maintenance of a threat to the health or safety of other tenants, Housing Authority employees or the general public.
 - c) Thirty (30) days in all other cases.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX C:

PET POLICY

Section 526 of the "Quality Housing and Work Responsibility Act of 1998" (QHWRA) provides for the ownership of pets in federally-assisted rental housing "in accordance with applicable State and local public health regulations." Section 19901 of the California Health and Safety Code provides that, "Notwithstanding any other provision of law, no public agency which owns and operates rental housing accommodations shall prohibit the keeping of not more than two pets by the elderly in such rental housing accommodations." Accordingly, it is the Policy of the Authority to allow pets under the circumstances provided below.

- A. A tenant may have up to two animals and one fish aquarium. No dogs of any breed are allowed in public housing unless:
 - 1. the tenant resides in an elderly/disabled development; or
 - 2. the tenant is **62** years or older or disabled and living in a family development **and** requires supportive services as defined in California Health and Safety Code section 50685.5.
- B. <u>Definition</u>: The term "Pets" is limited to the following domesticated, common household animals: cats, dogs, birds, fish, hamsters. Only one fish aquarium, which shall not exceed 25 gallons, may be kept. Dogs and cats must be spayed or neutered. The maximum weight for any dog, except service dogs, is 50 pounds.
- C. <u>Application</u>. Prior to housing any pet on premises owned and/or operated by the PHA, a tenant shall apply to the PHA for a permit to do so. The application must be accompanied by the following:
 - 1. A full pet deposit of \$100 per pet or fish aquarium. This deposit is refundable after the tenant disposes of the pet or aquarium or vacates and if PHA verifies that there are no expenses directly attributable to the presence of the pet. However, for expenses exceeding the deposited amount, the household shall be responsible to reimburse the PHA for those costs. The pet deposit does not apply to service animals.
 - 2. A current dog license issued by the appropriate authority.
 - Signed veterinarians' statement verifying that the animal is in good health, has no communicable diseases or pests, and, in the case of cats and dogs, is spayed or neutered.
 - 4. Evidence that the pet has received all current inoculations or boosters including parvovirus, distemper, hepatitus, leptospirosis, feline distemper, rhino tracheitis, calcivirus, and pneumonitis must be provided.
 - 5. A signed statement from the Tenant acknowledging that he/she has received and read the Pet Rules and agrees to comply with them and accept any and all financial and personal liability associated with the personal pet ownership in the housing project.

- 6. A color picture of the pet, except for fish, must be provided both at the time of application and when the pet reaches adult size.
- D. <u>Approval of Pet Application</u>. Once all of the conditions for application for pet ownership permit have been met, the Property Manager shall make a decision on the resident's application within five (5) working days. If approved, the resident will be informed in writing. The Property Manager may re-validate the pet ownership permit at each subsequent annual re-certification as long as the tenant continues to follow the guidelines established in this Pet Policy. Failure to re-validate the pet ownership permit shall result in the removal of the pet or termination of the Tenant's tenancy or both.
- E. <u>Refusal of Pet Application</u>. PHA may refuse, subject to PHA's grievance procedure, to approve a pet application due to the following reasons:
 - 1. The animal does not meet the definition of pet.
 - 2. Tenant fails to provide complete application information required by the Pet Ownership Policy.
- F. Revoking Pet Ownership. Maintaining a pet in a facility owned and/or operated by PHA shall be subject to the rules set forth herein. The Tenant's pet ownership may be revoked at any time, subject to PHA's Grievance Procedure, due to any of the following reasons:
 - 1. Management determines that the pet is not properly cared for.
 - 2. The pet presents a threat to the safety and security of other tenants, PHA employees, contractors and others on the premises.
 - 3. The pet is destructive or causes an infestation.
 - 4. The pet disturbs other tenants for reasons including but not limited to noise, odor, cleanliness, and sanitation.
 - 5. Tenant fails to re-validate the pet ownership permit as required in the Pet Ownership Policy.
- G. All tenants allowed to keep a pet shall comply with the following rules:
 - 1. In the case of dogs, proof that the pet is currently licensed must be provided annually.
 - 2. Evidence that the pet has received all current inoculations or boosters including parvovirus, distemper, hepatitus, leptospirosis, feline distemper, rhino tracheitis, calcivirus, and pneumonitis must be provided to the HCDCH annually.
 - 3. No pet may be kept in violation of State law or local ordinances with respect to humane treatment or health.

- 4. If pets are left unattended for a period of twenty-four (24) hours or longer, the Management may enter the dwelling unit to remove the pet. The Management will transfer the pet to the proper authorities, subject to the provisions of California State law and pertinent local ordinances. PHA accepts no responsibility for the animal under such circumstances.
- 5. No animal shall be kept, raised, or bred for any commercial purpose.
- 6. Dogs and cats must wear identification tags specifying resident's name and apartment number.
- 7. All pets shall remain inside the Tenant's dwelling unit. No animal shall be permitted in laundromats, hallways, community rooms, public restrooms, or other designated common areas unless to allow for ingress and egress to the building. Pets must be leashed or carried at all times while in elevator.
- 8. When taken outside the unit, dogs and cats must be kept on a leash, no longer than six (6) feet, controlled by a responsible individual.
- 9. No animal may be leashed to any stationary object outside the Tenant's apartment.
- 10. Birds must be confined to a cage at all times.
- Vicious and/or intimidating dogs or animals with a past history of attack or aggressive behavior towards other animals or people will not be allowed. No resident shall have a dog of a breed known as a Pit Bull, Rottweiler, German Shepherd, or Doberman Pinscher, nor any mixed breed thereof, unless it is specifically trained and currently used as a certified seeing eye, hearing, or service dog. Companion dogs do not qualify as exempt from the breed restrictions.
- 12. Tenants shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other tenants. The terms "disturb", "interfere", and "diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, and other like activities.
- 13. Tenants must provide litter boxes, which must be kept in the dwelling unit for cat waste. Tenants shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Litter shall be changed not less than once a week and placed in a plastic bag, properly disposed of by being placed in a trash container outside of the building, and at no time washed down any drains or flushed down any toilets. Pet waste may not be put down the garbage chutes.
- 14. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.

- 15. Tenants are responsible for cleaning up pet waste from their pet both inside and outside the dwelling unit and on facility grounds. Waste must be disposed of by being placed in a sealed plastic bag and then placed in a trash container outside of the building. At no time is pet waste washed down any drains or flushed down any toilets. Pet waste may not be put down the garbage chutes.
- 16. PHA may designate areas on the project grounds for pet exercise and deposit of waste or may prohibit the entire grounds from being used for pet exercise and deposit of waste. PHA shall provide adequate written notification to Tenant in event of any designation or prohibition.
- Tenants shall not alter their dwelling unit, patio, or unit area in order to create an enclosure for any pet. No doghouses, animal runs, etc. will be permitted.
- 18. Tenants are responsible for all damages caused by their pets including the cost of professional cleaning of carpets and/or fumigation of units.
- 19. PHA may designate areas within a project, building, floor, or section of building, where pet owners must live and may direct such moves as may be necessary to establish such areas. The areas may be adjusted and PHA may direct such additional moves as may be necessary to meet changing needs. PHA shall provide adequate written notification to tenant should any designation be made. Tenant agrees to comply with PHA's request to move pursuant to this paragraph.
- 20. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of PHA.
- 21. Guests may not bring pets (any type) onto the premises. No pet sitting will be allowed.

H. Animals That Assist the Disabled.

- 1. Elderly/disabled tenants must still comply with all aspects of this Pet Policy.
- Dogs, which must be specifically trained and currently used to assist blind, deaf, or physically disabled individuals, may be allowed in units with an elderly/disabled individual. The tenant must submit documentation to the property office of each dog's training or certification for the purpose of assisting disabled individuals.
- 3. To determine that a dog may be allowed into family housing development, or tobe exempted from the breed restrictions, the head of household must provide a written certification, from a licensed medical doctor on a form provided by the PHA, that a member of the household has a disability and

requires the assistance of an animal as either a service or companion animal.

- I. Violation of this Pet Policy may be grounds for removal of the pet or termination of the tenant's lease, or both.
 - 1. Any pet not permitted under this policy shall be permanently removed from SFHA property within 30 days, during which time any such animal may be surrendered to an animal shelter or otherwise permanently removed at the owner's expense.
 - 2. If the pet is removed, either a receipt from an animal shelter or notarized letter from the new owner verifying that the pet resides at a new address will be required.
 - 3. If the tenant refuses to permanently remove the pet, the lease termination process will be initiated in accordance with procedures set forth in the Rental Agreement and State law.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX D:

Home Business Policy

Home Business Policy

San Francisco Housing Authority encourages residents living in its properties to organize to operate home businesses. Any such home business, which includes any legal profit making activities or nonprofit activities, must receive written approval from SFHA prior to beginning any such business activity. This policy does not cover children's businesses such as a child's paper route, a child's sale of merchandise or products from catalogs, or a child's sale of merchandise for youth, school, church, sports, or nonprofit organizations. Such children's activities are expressly permitted and do not require prior notice or consent of SFHA.

I. Procedures

- A. A resident wishing to operate a home business must submit, in writing, his or her request for approval to the Customer Service Administrator, or designee, through the Property Manager and District Director. The written request will be in a format designed by SFHA and is the formal agreement between SFHA and the resident if SFHA approves the home business. The information required by SFHA will include the following:
 - 1. A full description of the home business (bookkeeping, computer, child care, etc.);
 - 2. anticipated hours of operation;

3.

evidenc

- e that the home occupations will comply with local, state and federal regulations, including but not limited to licensing, bonding, and insurance requirements;
- 4. anticipated storage or special accommodations necessary for the daily operation of the home business; and
- 5. anticipated revenue of the home business.
- B. If required, the resident will obtain insurance to fully indemnify SFHA for any or all damages and injuries to any person, including but not limited to, SFHA property or employees, if damages or injuries occur as a direct or indirect result of the home business operation.
- C. The Customer Service Administrator, or designee, will review each business on a case-by-case basis, based on the number of existing businesses in each complex, including childcare operations. The basis of approval will depend on the impact to the other residents at the housing site.
- D. All residents whom SFHA has approved to operate a business in his or her home must obtain a business license through the California Department of Commerce and must keep the business license current until they have ended the business.

E. The home business agreement/contract is an addendum to the resident's lease agreement with SFHA. The operation of any approved home business is subject to all of the terms and conditions of the resident's lease agreement with SFHA.

II. Terms and Conditions

If a resident's home business operation is approved, the resident and all household members who are involved with the home business meet and agree to the following terms and conditions.

- A. The resident must agree to and abide by all of the terms and conditions as stipulated in the Resident Home Business Agreement/Contract.
 - B. The Customer Service Administrator may approve a joint home business operation if two or more residents plan to engage in a partnership. They must clearly define the make up of the partnership, showing how they distribute the partnership, by percentage whether equally or with one partner being more responsible for the operation than another partner. The partnership must also clearly define the dollar amount that will be used in the anticipation of income that is reported to SFHA.
- C. SFHA allows no more than one business be operated from each unit.
- D. No modifications to the unit shall be made by the tenant, or by the SFHA on behalf of the tenant, to accommodate the proposed business.
- E. SFHA will not transfer any family to a larger unit to accommodate the proposed business.
- F. A tenant shall not be allowed to propose a business in order to avoid moving from a unit that is considered "overhoused" for that family size.
- G. The resident business may be required to name SFHA as an additional insured where General Liability insurance coverage is necessary to meet licensing requirements.
 - H. At the time the resident(s) informs the Property Manager of his or her interest in starting a home business, they will be provided a copy of this Policy and the Resident Home Business Agreement/Contract. The Property Manager will insure that the resident understands the terms of the Policy and Contract and will assist as much as feasible.
- I. When the resident's business is approved by SFHA, the approval becomes the written agreement between SFHA and the resident, with the resident agreeing to the Terms and Conditions applicable to that business. Furthermore, before the commencement of any such approved business activity, the resident must have executed the written agreement with SFHA and obtained any other

documentation required, including but not limited to, proof of insurance and/or an Alaskan business license.

III. Child Care Businesses

SFHA will allow childcare businesses at the discretion of the Customer Service Administrator or designee. SFHA will consider the impact that the child cares business will have on the other residents and project facilities. Any resident who wishes to provide childcare in their home must adhere to the following guidelines.

Number of children under 12 living in your home	Number of children that you may care for other than those living in your home	Total number of children under 12 that you may care for in your home	Total number of children younger than 24 months that you may care for
0	6	6	3
1	5	6	3
2	4	6	3
3	3	6	3
4	2	6	3
5	1	6	3
6	0	0	0

- A. SFHA requires that <u>all</u> child care businesses, no matter the number of children being cared for, be licensed through either the State of California. It is the resident's responsibility to contact the appropriate agency.
- B. All childcare businesses must carry the <u>minimum</u> liability insurance of no less than \$300,000. It is the responsibility of the childcare provider to verify that they are in compliance with the individual liability policy requirements.
- C. All residents intending to provide childcare in their homes must provide a recent (no older than 90 days) national criminal background check. A copy of the background check can be obtained from the City of San Francisco Police Department. SFHA reserves the right to obtain and review any applicant's report obtained from the SFPD.
- D. Childcare businesses are prohibited in buildings designed for elderly families.
- E. The resident operating the child care business is totally responsible for the welfare and actions of the children under his or her care and is bound to all Lease provisions governing actions of guests.
- F. All childcare businesses must follow the safety guidelines as outlined in the SFHA Home Business Contract.

IV. Types of Businesses Prohibited

Prohibited types of businesses on SFHA properties include, but are not limited to:

- automobile or vehicle repair,
- raising and care of pets,
- small engine repairs,
- the sale of tobacco, drugs, alcohol, weapons;
- other illegal activities such as prostitution;
- a bed and breakfast;
- any business that requires the use of equipment that generates excessive heat or fire; or
- any business that uses excessive utilities, creates excessive noise, or creates excessive foot or automobile traffic

V. Reporting Income

The resident must keep accurate records to permit SFHA to verify income, or other requirements existing in SFHA's Policy and Procedures manual and the terms and conditions of the Lease, and to provide any other documentation requested by SFHA. Partnerships must clearly define the profits and/or losses of the tenants participating in the partnership in order for SFHA to determine applicable income.

VI. Renewal

SFHA will review the operation of the home business at the annual recertification of the resident as specified in SFHA's Policy and Procedures manual and Lease Agreement. At such time SFHA will ask that the resident submit to SFHA documentation of renewals of insurance, licenses, bonds, and permits as required by state and local rules regulating that business.

VII. Resident Councils

Fully accredited Resident Councils who wish to operate some form of business, either for profit or resident convenience, must also submit their application to the Customer Service Administrator for approval. The stipulations of Section I through VIII of this policy generally apply, although the Customer Service Administrator has the authority to waive requirements that are inappropriate and/or restrict the entrepreneurial efforts of the councils and/or waive requirements that are inappropriate.

VIII. Grievance Procedures

Residents owning a home business that SFHA has asked to terminate or move off the premises, may grieve this action by SFHA by following SFHA's policies and procedures.

IX. Documentation Procedures

Upon receipt of a completed Contract from the resident, the Property Manager will forward it, with the Property Manager's recommendations, through the District Director to the Customer Service Administrator.

Upon approval, the Customer Service Administrator, or designee, shall send the original Resident Home Business Agreement/Contract to the Office of General Counsel. One copy shall be maintained in the Customer Service Administration files. One copy shall be sent to the Property Manager for inclusion into the Tenant File. One copy shall be provided to the resident to keep for his/her business records.

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116:	SIUC		···				

Agreement/Contract

I, from my residence loca	ited at:	_, wish to operate t	he following bus
Street Address	Apt. #	City	Zip Cod
Home Telephone #		Work Telephone #	
Type of Business (Ple	ease give a full d	escription of the busi	iness)

Full Description of Business:

	Hours of Operation:		
	Days of the Week	Hours of Ope	eration_
	From	From	am/pm
	To	To	am/pm
	Other:		
Spi	ECIFIC REQUIREMENTS		
	I agree and understand that I am rec checked, and must be maintained at al business that is the subject of this agreer	I times that I am co	•
	Business License No		
	Insurance(Company and type)		
	Requirement for SFHA to be named as addit	ionally insured.	
	Bonding		
	(Company and type)		

-	First Aid and CPR courses (childcare businesses only)
-	Licensed (childcare businesses only)
-	Safety gates in front of inside staircases (childcare businesses only)
-	Plastic guards over all electrical outlets that are not in use and are within the reach of children (childcare businesses only)
	2A:10BC dry chemical fire extinguisher for each level of the home (childcare sinesses only)
	Other
	Special Accommodations
	(List any anticipated storage or special accommodations that the business will require.)
ΑN	TICIPATED EARNINGS
	Anticipated Start of Business

-				
Signature of Head of Household				 Date
Sig	nature of Co-I	Partner (if applicable)		Date
<u> </u>	Approved		Disapproved	
Sig	nature of Direc	tor of Housing Managen	 nent/Designee	 Date

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX E:

Tenant Association Policy

Tenant Associations Policy

San Francisco Housing Authority encourages residents living in its properties to organize and establish a Tenant Association, pursuant to 24 CFR § 964. The SFHA will officially recognize a duly elected resident council (or tenant association) as the sole representative of the residents of the affected development(s).

I. Purpose

It is the policy of the San Francisco Housing Authority (SFHA) to encourage Public Housing residents to work collectively to improve and maintain a suitable quality of life within their respective housing sites. To help achieve this, residents have the right to organize and elect a resident council to represent their interests

II. Resident Organizations

A. Establishment

Upon written request by residents, the SFHA shall provide appropriate guidance to assist them in establishing and maintaining a resident organization. The SFHA shall consult with residents to determine the extent to which residents desire to organize and participate in the management of their housing site. Nothing in these policies shall be construed as requiring residents to organize as a resident council.

B. Resident Councils

- It is the policy of the SFHA to recognize and accept the resident council as the official channel for communication with that community, so long as the terms of 24 CFR 964 and the SFHA/RC Memorandum of Understanding are met.
- The SFHA may withhold or withdraw Resident Council recognition if it is determined that the Resident Council has failed to meet the established criteria for formal recognition.

C. Criteria for Formal Resident Council Recognition

- 1. The SFHA shall officially recognize a Resident Council that satisfies the following criteria.
 - a. It shall extend membership and voting rights to all households within the Resident Council's identified area of representation. The SFHA shall recognize only one Resident Council as the official representative of residents in a development. Residents from more than one development may choose to collaborate for the purpose of

forming an area-wide resident council. If the Council represents more than one housing site, its membership shall be proportional to the respective number of units within the different sites.

- b. It has adopted bylaws and abides by them.
- c. It has conducted elections in a timely manner in accordance with its bylaws as specified in 24 CFR 964.7
- d. Its bylaws call for regular Board meetings at least once every three months, open to all members.
- e. Its bylaws, notices, or other forms of communication show evidence of good-faith efforts to inform all members of meetings and issues pertaining to the represented area.
- f. It complies with all applicable laws, ordinances and regulations including, but not limited to, statutes affecting non-profit corporations, employee/employer requirements, and land use and health codes.
- g. It can show evidence of good-faith efforts to achieve reasonable representation on its governing Board of all racial and ethnic groups within the local housing site.
- h. It agrees to participate in a mediation discussion or, if necessary, an arbitration hearing in the event of an unresolved dispute with the SFHA.

D. Procedure for Recognizing Resident Councils

- 1. Resident Council's seeking recognition shall submit a written request to the Administrator of the Customer Service Department. The request must contain the following information:
 - a. The official name of the established Resident Council.
 - b. The name, mailing address, and phone number of a designated Resident Council contact person.
 - c. A copy of the Resident Council by-laws.
 - d. The date of the most recent Resident Council Board election and the name and address of each Board member.
 - e. A description of how the election was conducted (e.g. efforts to achieve a balanced slate of nominees, the method of balloting, and the number of votes cast).
 - f. The transcript or minutes of all Board and general Resident Council meetings in the past 12 months.
 - g. A description of how residents are notified of meetings.

- h. A letter signed by the Resident Council President certifying the Resident Council's willingness to enter into a mediation/arbitration process in the event of a dispute with the SFHA.
- 2. All decisions on recognition shall be made by the SFHA based solely upon the evidence required in C(1) and D(1).
- The SFHA Director or designee shall inform the Resident Council requesting recognition of her/his decision within 30 days of receipt of all documentation required in D(1). All such communications shall be in writing and include any and all reasons for denial of recognition, if appropriate.
- 4. Recognition shall remain in effect for a period not to exceed three (3) years. Resident Council's may renew their recognition by following the process outlined above.
- 5. In the case of disputes between two or more groups of local residents, all of whom request recognition as a Resident Council, the SFHA shall attempt to reach an amicable settlement among all parties.
- 6. If the SFHA is unsuccessful at reaching an amicable settlement among all parties, the SFHA Director or designee shall recognize the organization which most fairly and effectively represents residents of the development. Such decisions shall be based solely upon the criteria contained in Section C and information submitted according to the requirements of Section D.

Notice of such decisions, including an explanation of the facts of the case and the reasons for the decision, shall be submitted in writing to all resident organizations that have requested recognition, as well as all residents of the impacted development.

- 7. If no group satisfactorily satisfies the criteria for recognition, the SFHA shall order an election for Resident Council representatives to be held within 90 days. The SFHA shall inform all residents of the local development(s) of such a decision and the reasons thereof. Elections shall be supervised by an independent, disinterested party. No requests for recognition will be accepted by the SFHA until after such elections are held and a new Resident Council Board is constituted.
- 8. Upon receipt of notice of recognition, the SFHA and Resident Council shall execute the Memorandum of Understanding containing the responsibilities of both parties.

III. Conditional Recognition

The SFHA Executive Director may waive any of the provisions of Section C(1) and recognize a Resident Council for a period not to exceed one year upon submission by the Resident Council of a plan to meet the requirements of Section C(1).

IV. Withdrawal of Recognition

- A. The SFHA may decertify a Resident Council as an officially recognized resident organization only on evidence, with prior written notification, of failure to meet the criteria set forth in C(1).
- B. Prior to official decertification, the SFHA will issue a Notice of Intent to Withdraw Recognition and will include a statement of the reasons for this action.
- C. The Resident Council will have 60 days from the date of issue to take corrective action and respond to the notice.
- D. A final determination shall be made by the SFHA within 30 days of receipt of the Resident Council response to the withdrawal notice. Notice of a final determination shall be issued to the Resident Council in writing.
- E. The written determination shall state that the determination made is the final administrative action, from which any appeal must be taken within 30 days of the date the notice is distributed or mailed.

V. Resident Management Corporations (RMC)

- A. It is the policy of the SFHA to support a Resident Council's expressed interest in establishing a Resident Management Corporation. Support may be extended in the form of technical assistance, training, or the provision of funds and/or equipment.
- B. Upon receipt of a management proposal from a Resident Management Corporation, the SFHA will enter into good-faith negotiations and shall make every reasonable effort to come to terms with the proposal as required in 24 CFR 964.27.

VI. Scope of Participation of Local Resident Organizations

Resident Councils may elect to participate in the administration of their housing program in the following areas:

A. Budgets

- 1. Upon receipt of a written request from a Resident Council, the SFHA shall furnish a copy of the appropriate operating budget proposed for the following fiscal year at least 14 days prior to AHFC Board action.
 - 2. Accompanying the proposed budget shall be an explanation of the procedure Resident Councils may follow to obtain further information or submit comments and recommendations.

3. The SFHA shall notify Resident Councils of any grant proposals received by the SFHA that might affect their local property and invite participation in the preparation of applications.

B. SFHA Policy Changes

- 1. Upon receipt of a written request from the Resident Council, the SFHA shall send notice of AHFC Board of Directors meetings to Resident Councils at least seven days in advance.
- The SFHA shall submit to Resident Council any proposed changes in policies that affect residents of a housing site, in accordance with HUD regulations.
- Resident Councils may request meetings with SFHA representatives to discuss draft proposals or written comments. The SFHA Customer Service Administrator, or designee, shall schedule such meetings within 14 days of receipt of the request.
- 4. The SFHA shall issue final policy decisions to all Resident Councils, including a response to pertinent Resident Council comments. In addition, the SFHA may, at its discretion, notify all local residents, through newsletters or other special mailings, of policy changes having an impact on large numbers of residents.
- 5. In situations where a Resident Council is beginning to organize or does not exist, the SFHA shall submit proposed policy changes to the Property Manager who shall be responsible for informing residents.

C. Redevelopment/Modernization

- Each formally recognized Resident Council whose property is eligible for Capital Fund Program funding shall be invited to participate in an annual review process of the five-year plan. The SFHA shall recognize, in writing, all comments received from the Resident Councils when submitted in writing.
- 3. Affected Resident Councils shall be notified by the SFHA of the award of construction, architectural or engineering contracts, and all proposed construction schedules. Notification may consist of a written communication to the Resident Council president or a presentation at a Resident Council meeting.
- Resident Councils may choose to be represented at pre-construction conferences.

- 5. The SFHA shall inform the appropriate Resident Council of approved emergency items affecting the life, health and safety of residents, including the scheduled start-up date for correcting the emergency and the division or department responsible for the work.
- 6. Resident Councils have the right to inform the SFHA about any critical health, safety or energy work items that need to be addressed, whether or not a formal funding round for modernization has been announced.

D. Demolition or Disposition of Property

- The SFHA shall notify a Resident Council in writing of its intent to demolish or dispose of real estate property owned by AHFC within its development, including a description and rationale for the proposed action.
- 2. The Resident Council may submit comments, including suggested alternatives, within 30 days of SFHA notification. The SFHA shall respond to such comments within 30 days. This process may be expedited at the discretion of AHFC.
- Upon submission of a request for demolition or disposition to HUD, the SFHA shall notify the Resident Council that the submission has been made and that a complete copy of the request is available for review during normal working hours.
- 4. The SFHA shall notify the Resident Council of the outcome of the SFHA demolition/disposition request.

E. Resident Employment

- AHFC shall encourage qualified residents to apply for all permanent or temporary positions. AHFC shall give preference to qualified resident applications for any position at the SFHA, consistent with collective bargaining agreements, equal employment laws and practices, and state and federal law.
- 2. The AHFC Personnel Department will notify the Resident Councils of permanent or temporary positions available at the SFHA, including job descriptions, qualifications, salary or wage information, application closing date and the person to whom applications should be directed. Such information will be posted in the local property office during normal working hours in a location readily accessible to residents.
- 3. The SFHA shall strongly encourage all general contractors engaged in construction and modernization work for the SFHA to train and employ Public Housing residents in accordance with, and to the greatest extent possible, consistent with applicable laws, rules and regulations adopted thereunder.

F. Management & Maintenance

- 1. The Director of Housing Operations shall notify Resident Councils of changes in the assignments of local Property Managers or the creation of new local manager positions.
- 2. Upon receipt of a written request from the Resident Council, the property manager, maintenance supervisor, and a representative from the Resident Services staff (if required) shall meet, at a time convenient for the Resident Council, to discuss local maintenance issues.

G. Community/Resident Services

- 1. Resident Councils have the right to review, comment on and evaluate the existing community/resident service programs (including staff performance) serving the residents of the Resident Council's housing site.
- 2. A Resident Council has the right to review and comment on the establishment of new services, the allocation of non-residential space for community/resident services programming, and long-range service delivery plans for residents of the Resident Council's housing site.
 - 3. A Resident Council has the right to review and comment on funding proposals for community/resident service programs at the site it represents.

H. Requests for Information

- 1. The SFHA shall, upon request from a Resident Council, provide reasonable information which does not violate applicable confidentiality laws or regulations relating to the administration of the housing site the Resident Council represents.
- 2. All pertinent SFHA policy and procedure documents, including applicable HUD regulations, shall be made available for review by Resident Council's during normal working hours.

VII. FUNDS AND FACILITIES

A. Funds

- 1. The Resident Council shall provide the funds required to establish and maintain a viable council. The SFHA shall provide guidance and training to implement and audit an approved budget process.
- Each Resident Council shall maintain its budget according to its bylaws.
 The SFHA reserves the right to examine and audit the financial records of any duly elected Resident Council.

3. Additional funds may be awarded by the SFHA, through a merit or competitive process, subject to availability of resources, to help fund eligible tenant initiatives programs.

B. FACILITIES

- 1. If requested, the SFHA shall strive to provide a Resident Council with reasonable office space. The SFHA reserves the right to require that Resident Council office space be located in non-residential space which conforms to all appropriate building codes.
- 2. Whenever practicable, AHFC will offer surplus equipment, furnishings and supplies to Resident Council's for use in conducting council business. Other services such as duplication, fax, and telephone shall be made available as needed and subject to funding availability.
- 3. The SFHA shall endeavor to make available common rooms for resident organization activities. Where such common rooms do not exist, the SFHA shall work with the Resident Councils to arrange for such meeting places, with the cost to be borne by the SFHA, according to available funds.

VIII. Resident Rights to Participate in Resident Councils

A. SFHA INVOLVEMENT

- The SFHA shall encourage and assist residents in their organizing activities. The SFHA shall not in any way interfere with or discourage resident organizing activities, nor shall it seek to evict residents or take reprisals against residents for their activities of organizing, joining or participating in the activities of a Resident Council.
- 2. SFHA representatives shall refrain from attending any Resident Council meeting that has been called for the exclusive attendance of residents only.

B. Resident Council Communication

Resident Councils have the right to communicate with each other and distribute information to fellow residents without SFHA interference.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX: F

FLAT RENT POLICY (RESIDENT CHOICE OF RENT PAYMENT)

San Francisco Housing Authority -Resident Choice of Rent Payment

All resident households in San Francisco Housing Authority public housing units, shall pay as monthly rent either an income-based rent (30% of monthly adjusted income), a flat rent based on a reasonable fair market value of the units, or a minimum rent (if the household has no income) The Authority shall provide to each family residing in a public housing dwelling unit the opportunity to elect annually whether the rent paid by such family shall be the income-based or the flat rent. The Authority may not at any time fail to provide both such rent options to any household residing in a Low-Income public housing unit. [QHWRA; Section 523; (A)(i)]

- A. The SFHA will establish flat rents for all dwelling units inventory wide. Fiat rents for a class of units will be based on the unit type, size, location and has an established reasonable market value.
- B. Flat rents will be calculated according, to reasonable market values as determined by the SFHA utilizing a comparison between the HUD established Section 8 Fair Market Rents (FMR) and the California Low-Income Tax Credit Rent schedules.

Flat Rents

1. The Authority adopts a two-tiered flat rent schedule. For newly constr4ed units, replacement

housing, and completely rehabbed units finished after October 1, 1999, the flat rents will be

set at the maximum rents determined by the California Law Income Tax Credit Program

("LIHTC") as indicated in SFHA Board Resolution 4826, which adopted flat rents for Bernal

Dwellings. The Authority will review the flat rent schedule annually to ensure its appropriateness. Flat rents will be adjusted to reflect the most recent Tax Credit rents as

published by the California Low Income Tax Credit Program.

Flat Rents for new construction, replacement housing and complete rehabs after 10/1/99:

1 Bedroom- \$1,000.00

2 Bedrooms- \$1250.00

3 Bedrooms- \$1,800.00

4 Bedrooms- \$2500.00

Flat Rents for All Other Public Housing, Unit5:

AMP 9	951	
Sunnyd	ale	
1 Bedroom	\$1,400.00	
2 Bedroom	\$1,800.00	
3 Bedroom	\$2,100.00	
4 Bedroom	\$2,500.00	
5 Bedroom	\$2,500.00	
Velasco		
Studio	\$1,000.00	
1 Bedroom	\$1,250.00	
Holly Co		
1 Bedroom	\$1,250.00	
2 Bedroom	\$1,600.00	
3 Bedroom	\$1,850.00	
AMP 9	052	
PotreroTerran	ce/Annex	
1 Bedroom	\$1,375.00	
2 Bedroom	\$1,575.00	
3 Bedroom	\$2,100.00	
4 Bedroom	\$2,200.00	
5 Bedroom	\$2,350.00	
AMP 9	953	
Westbrook	Apts.	
1 Bedroom	\$1,375.00	
2 Bedroom	\$1,600.00	
3 Bedroom	\$2,100.00	
4 Bedroom	\$2,250.00	
5 Bedroom	\$2,350.00	
Hunters Point A (.	East & West)	
1 Bedroom	\$1,400.00	
2 Bedroom	\$1,800.00	
3 Bedroom	\$2,100.00	
Alemany		
1 Bedroom	\$1,400.00	
2 Bedroom	\$1,800.00	
3 Bedroom	\$2,200.00	
4 Bedroom	\$2,250.00	

AMP 9	954		
Alice Gri	ffith		
1 Bedroom	\$1,250.00		
2 Bedroom	\$1,800.00		
3 Bedroom	\$2,000.00		
4 Bedroom	\$2,500.00		
5 Bedroom	\$2,500.00		
Hunters View			
1 Bedroom	\$1,150.00		
2 Bedroom	\$1,450.00		
3 Bedroom	\$2,100.00		
4 Bedroom	\$2,150.00		
5 Bedroom	\$2,200.00		
AMP 955			
Ping Yu	en		
1 Bedroom	\$1,450.00		
2 Bedroom	\$1,650.00		
3 Bedroom	\$2,400.00		
4 Bedroom	\$2,450.00		
Ping Yuen	North		
Studio	\$1,200.00		
1 Bedroom	\$1,800.00		
2 Bedroom	\$2,100.00		
3 Bedroom	\$2,250.00		
4 Bedroom	\$2,350.00		
990 Pacific A	Avenue		
Studio	\$1,400.00		
1 Bedroom	\$1,800.00		
AMP 9	AMP 956		
Westside C	Courts		
1 Bedroom	\$1,375.00		
2 Bedroom	\$1,600.00		
3 Bedroom	\$1,800.00		
4 Bedroom	\$2,050.00		
JFK Towers			
Studio	\$1,275.00		
1 Bedroom	\$1,350.00		
2698 California			
Studio	\$1,100.00		
1 Bedroom	\$1,350.00		
1760 Bush			

Studio	\$1,100.00	
1 Bedroom	\$1,350.00	
2 Bedroom	\$1,850.00	
345 Argu	vello	
Studio	\$1,100.00	
1 Bedroom	\$1,300.00	
1880 Pine	Street	
Studio	\$1,325.00	
1 Bedroom	\$1,400.00	
2 Bedroom	\$1,850.00	
AMP 9)57	
Robert B.	Pitts	
2 Bedroom	\$1,800.00	
3 Bedroom	\$2,200.00	
4 Bedroom	\$2,250.00	
San Ju	les	
3 Bedroom	\$2,100.00	
Randolph/	Head	
3 Bedroom	\$2,200.00	
4 Bedroom	\$2,300.00	
Lundy L	ane	
4 Bedroom	\$2,200.00	
Colerid	ge	
3 Bedroom	\$2,000.00	
275 Thi	rift	
3 Bedroom	\$2,400.00	
Rosa Pa		
Studio	\$1,000.00	
1 Bedroom	\$1,575.00	
2 Bedroom	\$2,000.00	
3 Bedroom	\$2,170.00	
939 Ed		
Studio	\$1,200.00	
951 Ed	•	
Studio	\$1,300.00	
1 Bedroom	\$1,600.00	
2 Bedroom	\$1,900.00	
3 Bedroom	\$2,300.00	
25 Sanchez		
Studio	\$1,375.00	
AMP 958		
1750 McAllister		
Z. U V ALZALANNUNUI		

Studio	\$1,300.00		
1 Bedroom	\$1,400.00		
255 Wood	lside		
Studio	\$1,200.00		
1 Bedroom	\$1,350.00		
462 Dub	oce		
Studio	\$1,200.00		
1 Bedroom	\$1,800.00		
Great Hig	Great Highway		
Studio	\$2,000.00		
1 Bedroom	\$2,200.00		
4101 Nor	iega		
2 Bedroom	\$2,000.00		
3 Bedroom	\$2,200.00		
4 Bedroom	\$2,300.00		
5 Bedroom	\$2,300.00		
491 31st Street			
Studio	\$1,100.00		
1 Bedroom	\$1,350.00		
18th Street/L	Dorland		
Studio	\$1,375.00		
1 Bedroom	\$1,450.00		
363 No	oe -		
Studio	\$1,200.00		
1 Bedroom	\$1,450.00		
Mission De	elores		
Studio	\$1,375.00		
1 Bedroom	\$1,450.00		
AMP 9	59		
320/330 Clen			
Studio	\$1,050.00		
666 Ell			
Studio	\$1,000.00		
1 Bedroom	\$1,200.00		
939 Ed	· · · · · · · · · · · · · · · · · · ·		
Studio	\$1,200.00		
350 Ellis S	·		
Studio	\$1,000.00		
1 Bedroom	\$1,000.00		
430 Turk Studio \$1,100.00			
1 Bedroom			
1 Deuroom	\$1,325.00		

- 3. The Authority shall immediately provide for a family to switch to an income based rent instead of a flat rent amount upon the determination that the family is unable to pay the flat rent amount because o f financial hardship, including:
 - (i) Situations in which the income of the family has decreased because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of income or other assistance;
 - (ii) An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education or similar items; and
 - (iii) Such other situations as may be determined by the Authority. [QHWRA; Section 523;C]

For families electing the flat rent payment amount, the Authority shall review the income of such families not less than once every three (3)) years. Families choosing to pay the income-based rent, shall continue to have a re-examination of income once every twelve (12) months. [QHWRA; Section 523;E]

C. Income -Based Rent

At the time of admission or the reexamination, all families shall be charged the greater of:

- 1. Thirty percent (30%) of the monthly adjusted income; or
- 2. Ten percent (10%) of the unadjusted monthly income.

All families shall be afforded the resident choice of rent payment and can choose to pay the lesser of the income-based rent or the established flat rent per the flat rent amounts. [QHWRA; Section 523]

D. Minimum Rent

The San Francisco Housing Authority has established \$25.00 as its minimum rent, in the event a

family reports no income. The Authority is required to grant financial hardship status immediately, for a period of ninety (90) days to eligible families that can verify circumstances

that make payment of the minimum rent a hardship. These hardships include situations in which

the family income decreases due to changed circumstances, loss of employment, death, eviction

as a result of non-payment of rent, awaiting an eligibility determination to receive

federal, state

or local assistance (this includes legal aliens entitled to receive assistance under the Immigration

and Nationality Act), and other situations as determined by the Authority.

If a resident requests a hardship exemption that the Authority determines is temporary, an exemption for non payment of the minimum rent will not be granted during the 90 day period beginning on the day the request is made. However, a resident may not be evicted for nonpayment of rent during this 90-day period. If the hardship is reasonably determined to be long-term, the Authority must retroactively exempt the residents from the minimum requirement for the 90-day period. [QHWRA; Section -407 (A)(B)]

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX G:

Civil Rights Policy



SAN FRANCISCO HOUSING AUTHORITY OFFICE OF THE GENERAL COUNSEL

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CIVIL RIGHTS POLICY

The San Francisco Housing Authority is dedicated to providing quality, public affordable housing. Our goal is to create welcoming, secure communities for families, the elderly and disabled persons. We strive to prevent residents and guests from actions that could be considered civil rights incidents. We work diligently to create positive living environments to enhance the quality of life for our residents.

Each of our developments is a special place, reflecting the rich diversity in the experiences and backgrounds of our residents and the surrounding neighborhoods. We welcome people from many different walks of life and enjoy being part of their lives in a meaningful way by providing secure, comfortable housing. We encourage, celebrate, and value diversity in our communities.

We take pride in continually working to provide our residents with safe and sanitary housing within their financial means. We make every effort to provide the highest level of customer service and to be a good neighbor. We are a positive influence within the neighborhoods we serve and work to impact positively the lives of our residents and the surrounding communities.

It is the policy and duty of the San Francisco Housing Authority to administer all aspects of its housing program without regard to race, color, gender, religion, ethnicity or national origin, disability or sexual orientation. The San Francisco Housing Authority affirms that this Civil Rights Policy and the accompanying rules and procedures are intended to provide a process by which applicants, residents, and their visitors may report and seek redress from threats, harassment, violence or abuse while they are on San Francisco Housing Authority property.

Further, it is the policy of the San Francisco Housing Authority to comply with all applicable laws relating to Civil Rights, including:

- The Federal Fair Housing Act (formerly Title VIII of the Civil Rights Act of 1968)
- Section 504 of the Rehabilitation Act of 1973 (federal)
- Title II of the American with Disabilities Act of 1990 (federal)
- Title VI of the Civil Rights Act of 1964 (federal)
- The Fair Employment and Housing Act (State of California)

Any applicable local San Francisco Ordinances

Moreover, residents of the San Francisco Housing Authority are entitled to be free from unlawful discrimination. To ensure the success of this policy, the Commission specifically declares that this Civil Rights Policy augments and supplements the San Francisco Housing Authority Dwelling Lease, Section 13 (L), which states: "to assure that all Household members, guests, or other persons under the Tenant's control, shall not engage in: (1) any activity that threatens the health, safety or the right to peaceful enjoyment of any of the premises of other residents or SFHA employees...".

Consistent with this policy, alleged civil rights violations will be promptly reviewed and rapidly addressed. Violations of the San Francisco Housing Authority dwelling lease, as augmented and supplemented by this policy, could result in action, up to and including eviction, against those found violating the lease or this policy.

RULES AND PROCEDURES

I. <u>Overview</u>

The San Francisco Housing Authority will ensure that anyone who believes that he/she has been victimized by an alleged discriminatory act in violation of his/her civil rights is strongly encouraged to report the incident to the SFHA. The SFHA has established a procedure for this reporting to occur. An ensuing investigation will document the alleged act of discrimination along with appropriate recommendations and/or remedies.

II. <u>Guidelines</u>

A. Compliance with Civil Rights Laws

The Federal Fair Housing Act (formerly Title VIII of the Civil Rights Act of 1968)

Section 504 of the Rehabilitation Act of 1973 (federal)

Title II of the American with Disabilities Act of 1990 (federal)

Title VI of the Civil Rights Act of 1964 (federal)

The Fair Employment and Housing Act (State of California)

Any applicable local San Francisco Ordinances

B. Tenant Certification of Civil Rights Policy

All tenants will certify that they have read, understand, and agree to comply on behalf of themselves, all members of their household, any guests, and any other persons under their control with the SFHA Civil Rights Policy. The Civil Rights Policy will be read and explained to the tenant prior to certification. Non-english speaking tenants will receive a copy of the Civil Rights Policy and the Tenant Certification in their respective language. This certification will take place at the time of admission into any housing unit under the jurisdiction of the SFHA.

C. Confidentiality

Information and documents received during any administrative inquiry conducted by the SFHA will be kept confidential to the extent required by law. Individuals shall be entitled to copies of their own affidavits or other documents they signed. Federal, state, and local law enforcement agencies, including civil rights agencies, shall be provided with such information and documents as is authorized by law. No retaliatory action will be taken against any person for having reported an alleged civil rights violation or for having aided or encouraged a person to report a civil rights violation or for having assisted in the investigation of such a report.

D. Identifying a Civil Rights Incident

- 1. In the event of an emergency, 911 is to be called immediately.
- Any person (employee or tenant) learning of an incident involving threats, harassment, violence or abuse must report it immediately to the Office of Civil Rights Inquiries (415) 715-3190, (fax) 715-3102. The Office of Civil Rights Inquiries will make the determination as to whether or not a civil rights incident has occurred.

E. Civil Rights Information Telephone Line

A non-emergency 24-hour telephone information line has been established for the sole purpose of receiving reports of alleged incidents of civil rights violations at public housing developments. This telephone number is clearly posted in all housing development offices and community rooms.

F. Response Procedures

The SFHA will conduct an Administrative Inquiry whenever an alleged civil rights violation is reported. The following guidelines will be observed:

- Identify emergency situations and get immediate police or other assistance.
- Complete Incident Report Form and give copy to tenant. Determine the facts and circumstances surrounding the incident and prepare a report detailing the incident including any recommendations. The following factors should be considered in the administrative inquiry:
 - a) The identity of the offender(s)
 - b) The nature of the incident

- c) Did the offender act with a bias motive or intent?
- d) Has the offender committed prior acts of misconduct?
- e) Are reliable and credible witnesses available to support the contention of the alleged civil rights violation
- f) Are there are any special handicaps or mitigating circumstances
- g) Whether a household member who committed the act is of a young age
- h) Whether the tenant took steps to prevent the household member's conduct
- i) The seriousness and circumstances of the incident
- 3. Request a copy of the SFPD incident report, if available.
- Inform the tenant of his/her right to file a complaint with the US Department of Housing and Urban Development and the San Francisco Human Rights Commission.

G. Log Book Entry

A master Log Book for Alleged Civil Rights Incidents will be maintained by the SFHA. The Log Book will contain the following information on all incidents:

- (1) file number
- (2) name, address and telephone number of tenant
- (3) description of the nature of the complaint; and
- (4) name and address of the offender(s), if known.

H. Records

All records will be preserved for a period of no less than five (5) years following the date of the incident.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX H

VIOLENCE AGAINST WOMEN'S ACT

SAN FRANCISCO HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. PURPOSE AND APPLICABILITY

The purpose of this policy (herein called "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth the San Francisco Housing Authority's ("SFHA") policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by SFHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. GOALS AND OBJECTIVES

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by SFHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between SFHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by SFHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by SFHA.

III. Other SFHA Policies and Procedures

This Policy shall be referenced in and attached to SFHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of SFHA's Admissions and Continued Occupancy Policy. To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of SFHA, the provisions of this Policy shall prevail.

IV. DEFINITIONS

As used in this Policy:

- A. *Domestic Violence* The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."
- B. Dating Violence means violence committed by a person—
 - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.
 - C. Stalking means –
- (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
- (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to
 - (i) that person;
 - (ii) a member of the immediate family of that person; or
 - (iii) the spouse or intimate partner of that person;
- D. Immediate Family Member means, with respect to a person -
 - (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
 - (B) any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator* means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. ADMISSIONS AND SCREENING

A. *Non-Denial of Assistance*. SFHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

VI. TERMINATION OF TENANCY OR ASSISTANCE

- A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by SFHA:
- An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
 - 2. In addition to the foregoing, tenancy or assistance will not be terminated by SFHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
 - a. Nothing contained in this paragraph shall limit any otherwise available authority of SFHA' or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither SFHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
 - b. Nothing contained in this paragraph shall be construed to limit the authority of SFHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or SFHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.
 - B. *Removal of Perpetrator*. Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, SFHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant

and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by SFHA. Leases used for all public housing operated by SFHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by SFHA, shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. Requirement for Verification. The law allows, but does not require, SFHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., SFHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by SFHA.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

- 1. HUD-approved form by providing to SFHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
- 2. Other documentation by providing to SFHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
 - 3. *Police or court record* by providing to SFHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
 - B. *Time allowed to provide verification/ failure to provide*. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by SFHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within

such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. Waiver of verification requirement. The Executive Director of SFHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

- A. Right of confidentiality. All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to SFHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
 - 1. requested or consented to by the individual in writing, or
 - 2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
 - 3. otherwise required by applicable law
- B. *Notification of rights*. All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by SFHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

VIII. Transfer to New Residence

- A. Application for transfer. In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, SFHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. Action on applications. SFHA will act upon such an application promptly.

- C. No right to transfer. SFHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of SFHA, and this policy does not create any right on the part of any applicant to be granted a transfer.
- D. Family rent obligations. If a family occupying SFHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by SFHA. In cases where SFHA determines that the family's decision to move was reasonable under the circumstances, SFHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

E. Portability. Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied

portability to a unit located in another jurisdiction (notwithstanding the term of the existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

X. COURT ORDERS/FAMILY BREAK-UP

A. Court orders. It is SFHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by SFHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up*. Other SFHA policies regarding family break-up are contained in SFHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

XI. NOTIFICATION

SFHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XII. RELATIONSHIP WITH OTHER APPLICABLE LAWS

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIII. AMENDMENT

This policy may be amended from time to time by SFHA as approved by the SFHA Board of Commissioners.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX I

LIMITED ENGLISH PROFICIENCY PLAN

I. PLAN STATEMENT

The San Francisco Housing Authority ("SFHA") has adopted this plan to provide meaningful access to its programs and activities by persons with Limited English Proficiency ("LEP"). In accordance with Federal guidelines the SFHA will make reasonable efforts to provide or arrange free language assistance for its LEP clients, including applicants, recipients and/or persons eligible for public housing, Section 8/Housing Choice Vouchers, homeownership and other SFHA programs.

II. MEANINGFUL ACCESS; FOUR-FACTOR ANALYSIS

Meaningful access is free language assistance in accordance with Federal guidelines. The SFHA will periodically assess and update the following four-factor analysis, including but not limited to:

- a. The number or proportion of LEP persons eligible to be served or likely to be encountered by the SFHA;
- b. The frequency with which with LEP persons using a particular language come into contact with the SFHA;
- c. The nature and importance of the SFHA program, activity or service to the person's life;
- d. The SFHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

III.LANGUAGE ASSISTANCE

- A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient (LEP) person and may be entitled to language assistance with respect to SFHA programs and activities.
- b. Language assistance includes <u>interpretation</u>, and/or <u>translation</u>. The SFHA will determine when interpretation and/or translation are needed and are reasonable.

- c. SFHA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and the SFHA determines that the client is an LEP person the SFHA will make reasonable efforts to provide free language assistance.
- d. The SFHA has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.
- e. The SFHA will periodically assess client needs for language assistance based on requests for interpreters and/or translation, as well as the literacy skills of clients.

IV. Translation of Documents

- a. The SFHA will weigh the costs and benefits of translating documents for potential LEP groups, considering the expense of translating the documents, the barriers to meaningful translation or interpretation of technical housing information, the likelihood of frequent changes in documents, the existence of multiple dialects within a single language group, and other relevant factors. The SFHA will undertake this examination when an eligible LEP group constitutes 5 percent of an eligible client group.
- b. If the SFHA determines that translation is necessary and appropriate, the SFHA will translate the public housing lease and selected mailings and documents of vital importance into that language.
- c. As opportunities arise, the SFHA may work with other housing authorities to share the costs of translating common documents, which may include language groups which do not (yet) reach the threshold level in the SFHA's client population.

V. Formal Interpreters

a. When necessary the SFHA will provide qualified interpreters, including bilingual staff and

contract vendors. At important stages that require one-on-one contact, written translation and

verbal interpretation services will be provided consistent with the four-factor analysis detailed above.

- b. The SFHA may require a formal interpreter to certify to the following:
 - i. The interpreter understood the matter communicated and rendered a competent interpretation.
 - ii. The interpreter will not disclose non-public data without written authorization from the client.
- c. When necessary interpreters shall be used at the following:
 - i. Formal hearing for denial of admission to public housing;
 - ii. Informal settlement conferences and formal hearing for termination of public housing;
 - iii. Hearings or conferences concerning denial or termination of Housing Choice Voucher (Section 8) participation.
- d. A SFHA staff interpreter may not be a subordinate to the person making the decision.
- e. The SFHA maintains a list of qualified, bilingual employees. Those employees receive additional compensation for demonstrating non-English language proficiency and can provide limited assistance to SFHA staff and LEP clients as part of their regular job duties.

VI. Informal Interpreters

- a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. SFHA staff will determine whether it is appropriate to rely on informal interpreters, depending upon the circumstances and subject matter of the communication. However in many circumstances, informal interpreters, especially minors, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- b. An LEP person may use an informal interpreter of their own choosing and at their expense, either in place of or as a supplement to the free language assistance offered by the SFHA. If possible, the SFHA should accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.
- c. If an LEP client prefers an informal interpreter, after the SFHA has offered free interpreter services, the informal interpreter may interpret. In these cases the client and interpreter should sign a waiver of free interpreter services.

d. If an LEP client wants to use their own informal interpreter, the SFHA reserves the right to also have a formal interpreter present.

VII. MONITORING

- a. The SFHA will review and revise this LEP Plan from time to time. The review will include:
 - 1. Reports from the SFHA's computer business systems on the number of SFHA clients who are LEP;
 - 2. Reports from the computer business systems and other sources listing the languages used by LEP clients;
 - 3. A determination as to whether 5 percent of the SFHA clientele speaks a specific language, which triggers consideration of document translation needs as described above;
 - 4. Analysis of staff requests for contract interpreters: number of requests, languages requested, costs, etc.
 - 5. The Resident Advisory Board (RAB) will be asked to review the LEP Plan annually as part of updating the Agency Plan.

VIII. LEP PLAN DISTRIBUTION AND TRAINING

The LEP Plan will be:

- a. Distributed to all SFHA supervisors.
- b. Available in SFHA Management Offices and the Rental Office/Section 8 Office.
- c. Posted on SFHA's website, www.sfha.org.
- d. Explained in orientation and training sessions for supervisors and other staff who need to communicate with LEP clients.