

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2003

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

PHA Plan Agency Identification

PHA Name: San Francisco Housing Authority

PHA Number: CA 001

PHA Fiscal Year Beginning: 10/01/02

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
 - District Offices:
 - District 1 – 90 Kiska Road
 - District 2 – 2501 Sutter Street
 - District 3 – 1010 Webster Street
- PHA local offices
- Section 8 Office – 1237 Van Ness Street

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
 - District Offices:
 - District 1 – 90 Kiska Road
 - District 2 – 2501 Sutter Street
 - District 3 - 1010 Webster Street
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below) [Section 8 Administrative Office – 1237 Van Ness Street](#)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA

- PHA development management offices
 - District Offices:
 - District 1 – 90 Kiska Road
 - District 2 – 2501 Sutter Street
 - District 3 - 1010 Webster Street

- Other (list below)
 - Section 8 Administrative Office – 1237 Van Ness Street

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

The PHA's mission is to continue to provide for over 12,000 public housing residents, and 13,000 Section 8 participants, and to serve the low-income households of any private or non-profit housing developers in the City, especially working families. A primary goal of the Authority is to continue to provide housing for these low-income households while improving housing and economic opportunities for residents and maintaining high standards of property management, fiscal management and service delivery. Coordination with City efforts and collaborations with other public and private entities will continue to be emphasized.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- 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)
 - Infill affordable and market rate housing, where density permits, at family and elderly/disabled public housing sites.
 - Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

- 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:
- Provide replacement vouchers:
- Other: (list below)

Partnering with locally based developers

- 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:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Voucher Homeownership in conjunction with comprehensive revitalization, infill housing, partnerships with Habitat for Humanity, Family Self-Sufficiency (FSS), and other home ownership programs.

Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

Utilize to the fullest extent possible the Section 8 Project-Based Voucher Program.

HUD Strategic Goal: Improve community quality of life and economic vitality

- 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)

Deconcentrate poverty by bringing higher income public housing and other households into lower income density developments where more housing can be added to the site, including mixed income, mixed use community.

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 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)
Identify and implement programs with community-based partners that can promote family self-sufficiency, including low-income families first-time home ownership opportunities.
ROSS grant funds offer pre-apprenticeship construction-trade training for residents. Two community-based organizations provide the training.
SFHA has a commitment that at least 25% of new staff hours, funded through contracts with outside sources awarded through a bid process, will be made available to residents of public housing.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, sexual orientation, 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, sexual orientation, 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 Housing Authority has created the Office of Civil Rights Inquiries 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.

Annual PHA Plan PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

Executive Summary

The San Francisco Housing Authority, established in 1938, is part of the City and County of San Francisco. The Authority manages 6,258 units of public housing stock in 53 developments scattered throughout the city. It is the 17th largest agency in the nation, serving over 26,000 eligible low- and very-low income residents. 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 SFHA 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. A large part of the problem is the extraordinary cost of maintaining these units as safe and livable; given current budget restrictions, gang and crime rates in the community, and strict federal regulations regarding fiscal responsibilities. Drastic measure 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 five major goals it is seeking to accomplish in the short- and long-term future. First, it is committed to the preservation and rehabilitation 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 Department of Housing and Urban Development, to address the physical needs of the various family and senior/disabled housing developments.

Second, 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-income San Francisco residents.

Third, SFHA is working towards developing a comprehensive plan to address home ownership needs for low-income residents in the San Francisco area. Two of the proposed HOPE VI applications include combinations of replacement housing and home ownership options for low-income residents. 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, SFHA has established working relationships, solidified in numerous Memoranda of Understanding, with contract security companies, local social service agencies, city agencies, the San Francisco Police Department, and other law enforcement agencies to increase the safety and security of all residents in public housing. It will continue to work with local agencies to improve communications and enhance relationships to the betterment of the mutual clients we serve.

Finally, SFHA 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.

iii. Annual Plan Table of Contents

[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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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration (See Admission and Occupancy Policy)
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Physical and Management Needs Assessment for the year 2002

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	Applicable Plan Component
	<i>Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.</i>	
3	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
3	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
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
3	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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.	
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> 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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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 (2000 CFP & 2001 CFP)	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
✓	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
✓	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
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 programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.	
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted 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	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	
	Other supporting documents (optional) (list individually; use as many lines as necessary)	

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	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	112,951	5	5	5	5	5	5
Income >30% but ≤50% of AMI	195,519	5	5	5	5	5	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income >50% but <80% of AMI	222,783	5	5	5	5	5	5
Elderly	180,719	5	5	5	5	5	5
Families with Disabilities	142,160	5	5	5	5	5	5
Race/Ethnicity <i>Which one?</i> Asian	364,330	5	5	5	5	5	5
Race/Ethnicity <i>Which one?</i> African America	82,803	5	5	5	5	5	5
Race/Ethnicity <i>Which one?</i> Native America	9,348	5	5	5	5	5	5
Race/Ethnicity <i>Which one?</i> Caucasian	223,250	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: 2001
- U.S. Census data: *the Comprehensive Housing Affordability Strategy (“CHAS”) dataset*
- 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.

<p>Housing Needs of Families on the Waiting List Public Housing</p>

Housing Needs of Families on the Waiting List Public Housing			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families PH	% of total families PH	Annual Turnover (Average)
Waiting list total	17,939		295
Extremely low income <=30% AMI	17,939	100%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	8,942	49.8	
Elderly families	8,997		
Families with Disabilities	2,817		
Race/White	6,089		
Race/Black	5,217		
Race/ASN/PAC	6,361		
Race/NAT AM	233		
Characteristics by Bedroom Size	PH	PH	PH (Average)
0BR	4,077	22.7	36
1BR	6,298	35.1	37
2 BR	4,996	27.8	145
3 BR	2,283	12.7	61
4 BR	274	1.6	12
5 BR	8	-	4
5+ BR	3	-	-
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes The PHA reserves the right to open and close the waiting list as necessary to maintain program functionality and consistency, with proper notification.			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List Section 8			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families Sec 8	Annual Turnover Sec 8
Waiting list total	30,334		
Extremely low income <=30% AMI	26,265	86.6	
Very low income (>30% but <=50% AMI)	3,298	10.9	
Low income (>50% but <80% AMI)	227	1.0	
Families with children	10,083	33.2	
Elderly families	6,495	21.4	
Families with Disabilities	8,755	28.9	
Race/White	9,103	30.0	
Race/Black	9,638	31.8	
Race/ ASN/ PAC	10,753	35.4	
Race/NAT AM	468	1.5	
Characteristics by Bedroom Size (Section 8 Only)			
0 BR			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			

How long has it been closed (# of months)? **8 months, since 9/21/01**

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
 No Yes **For PBV activity as indicated in Section B (2) (b) below.**

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
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- 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)
Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

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

Select all that apply

- 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)
Development of more Public Housing (ex: Rosa Parks & infill Homeownership)
Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.
Utilize to fullest extent possible Section 8 Project Based Voucher Program.

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

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

Select all 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

- 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

Strategy 1: Target available assistance to the elderly:

Select all that apply

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

- Other: (list below)
Develop joint venture partnerships to fund elderly and disabled housing through grants such as Section 202, Section 818, etc.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all 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)
Develop joint venture partnerships to fund elderly and disabled housing through grants such as Section 202, Section 818, etc.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- 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)

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:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- 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 2002 Grants Not Yet Available)		
a) Public Housing Operating Fund	\$28,595,275	
a) Public Housing Capital Fund (FFY2001)	\$12,341,434	
b) HOPE VI Revitalization	\$70,000,000	
c) HOPE VI Demolition	\$13,000,000	
d) Annual Contributions for Section 8 Tenant-Based Assistance	\$105,799,820	
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
f) Resident Opportunity and Self-Sufficiency Grants	\$ 500,000	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
Emergency Funding		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 CFP	\$ 3,757,501	Modernization Activity
2001 CFP	\$ 9,323,155	Modernization Activity
3. Public Housing Dwelling Rental Income		
FY 2003 Estimated Annual Rent Roll	\$15,870,340	Public Housing Management & Maintenance Operations
4. Other income (list below)		
Mod Rehab	\$ 8,425,484	
New Construction	\$ 5,737,500	
Substantial Rehab	\$ 2,782,976	
Pension Fund	\$ 1,297,571	
5. Non-federal sources (list below)		
HOPWA (contract with SFRA)	\$ 3,001,000	
Shelter Plus Care (contract with DHS)	\$ 3,001,000	
Low Income Housing Tax Credit	\$76,000,000	
Tax-Exempt Bonds	\$11,000,000	
Private Mortgage	\$37,000,000	
Donations, Grants, Partnerships	\$20,000,000	
Local Funds	\$ 6,000,000	
Total resources	\$433,433,056	

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: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: At time of Interview

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. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

Through the San Francisco Police Department

(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?

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. 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. 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)

HOPE VI relocatees or permanently transferred households from HOPE VI sites

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)

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 below)

- 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)

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.

3 Date and Time

Former Federal preferences:

- 2** Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2** Victims of domestic violence
- 2** Substandard housing
- 2** Homelessness

1 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability (applicants qualifying for elderly/disabled housing automatically receive this preference)
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction (homeless families automatically receive this preference)
- 2 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
- Participants of Welfare to Work Programs
- Other preference(s) (list below)

4. Relationship 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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the 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)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration 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 the 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)

The working family and rent burden preferences are weighted highest to encourage a larger mix of families with employment-based income, and potentially higher rent payments, into family housing throughout the housing stock where the majority of residents are on some form of governmental assistance.

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 income-mixing

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 (Credit Check, Housekeeping, Rental History)

- 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)
 Other lease violation issues, along with housekeeping habits, as reflected in 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 voucher 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)

Leased Housing Division, Administrative Office

Section 8 waitlist is currently closed except for owner referral on in-place tenants of Section 8 Project-Based Voucher Program projects to prevent displacement of the tenant due to the project-based activity and for owner referral of families for PBV units after the SFHA has not made eligible referrals to the Owner for sixty (60) days after a vacancy occurs.

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

PHA will grant additional 60-day extensions 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 sub-component **(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 Programs](#)

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:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- 3 Veterans and veterans' families
- 2 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 4 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 [Welfare to Work Participants](#)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
 - Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)-NA
- This preference has previously been reviewed and approved by HUD
 - The PHA requests approval for this preference through this PHA Plan
6. Relationship 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

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
 - Briefing sessions and written materials
 - Other (list below)
[Family handbooks](#)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
 - Other (list below)
[Targeted notices to community supportive services organizations](#)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

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 higher 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. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes 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;
- e. When a death has occurred in the family.

c. Rents set at less than 30% of 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:

Additional discretionary disallowance section

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ?

- 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 all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th 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:

1. 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)
- When an 18yr old is added to the lease
- Other (list below)

At anytime 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

1. 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 below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select 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 submarket
 - Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
 - FMRs are not adequate to ensure success among assisted families in the PHA’s segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)

- d. How 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.](#)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (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) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$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:

- When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
- When the family would be evicted as a result of the imposition of the minimum rent requirement;
- When the income of the family has decreased because of changed circumstances, including loss of employment;
- When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;
- 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.
- 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 Served at Year Beginning	Expected Turnover
Public Housing	6,258	500
Section 8 Vouchers	6,291	
Section 8 Certificates	130	
Section 8 Mod Rehab	1,144	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
▪ Homeless/Robert Wood Johnson	130	
▪ Aftercare Program	195	
▪ Earthquake Victims	291	
▪ Geneva Towers Relocation	321	
▪ Mainstream program	75	
▪ 1915 (C) Program	54	
▪ Veterans Affairs Supportive Housing (VASH)	31	
▪ HOPE VI Relocation/ Replacement	412	
▪ Conventional Public Housing Priority Transfers		
Public Housing Drug Elimination Program (PHDEP)		
Computer Learning and Education Centers		
Other Federal Programs (list individually)		
▪ New Construction	477	
▪ Substantial Rehabilitation	230	
▪ AFL-CIO Pension Fund	102	
▪ HOPWA	325	
▪ Shelter Plus Care	375	

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 VI.

6. PHA Grievance Procedures

[24 CFR Part 903.79 (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: *N/A*

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. 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:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

[San Francisco Housing Authority](#)
[Leased Housing Division](#)

1237 Van Ness Ave
San Francisco, CA 94109

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (**Attachment I**)

-or-

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. 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 I**)

-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)

1. Development name: **Hayes Valley**
2. Development (project) number: **CAL 1-18 (2)**
3. 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 underway, **Completed and Occupied**

b-2) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Bernal Dwellings**
2. Development (project) number: **CAL 1-5**
3. 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 underway **Completed and Occupied**

b-3) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Plaza East**
2. Development (project) number: **CAL 1-18 (2)**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway
Complete and Occupied by June 2002

b-4) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **North Beach**
2. Development (project) number: **CAL 1-11**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway
Activities continuing according to Implementation Plan

b-5) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Valencia Gardens**
2. Development (project) number: **CAL 1-4**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway,
Activities continuing according to Implementation Plan

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Hunters View

- 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

Hunter's View

- 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:

SITES PROPOSED FOR REVITALIZATION

The following sites are severely distressed and require comprehensive revitalization. Over \$200 million in Comprehensive Grant Program funds would be needed for capital improvement needs if funding through HOPE VI and leveraged financing is not made available.

Hunters View

Demolish and rebuild the site with a total of 442 mixed income units – 346 rental apartments (267 public housing and 79 tax credit) and 96 for sale homes. All 267 public housing units will be replaced and 175 new housing units will be added.

- 267 public housing rental (237 family and 30 senior)
- 50 senior apartments
- 29 market rate rental units
- 96 first-time homeowner units (50 at 40% to 60% median income, 46 at 60% to 80% median income) All 267 public housing units will be replaced and 175 new units will be added.

Proposed Federal sources of funds	\$35,000,000
Proposed Non-Federal funds	\$71,649,444
• Tax Exempt Bonds	\$ 670,338
• Low Income Housing Tax Credits	\$38,274,396
• Grants/Sweat Equity (Habitat Home)	\$ 9,975,332
• Private Mortgage	\$18,567,099
• Local	\$ 2,979,259
• PHA	\$ 1,183,020

Alice Griffith

Demolish and rebuild the site with a total of 406 mixed income units – 351 rental apartments (256 public housing and 95 tax credit) and 55 for sale homes. All 256 public housing units will be replaced and 150 new housing units will be added.

Proposed Federal sources of funds	\$35,000,000
Proposed Non-Federal funds	\$91,532,880
• Tax Exempt Bonds	\$24,999,975
• Low Income Housing Tax Credits	\$27,273,051
• Grants/Sweat Equity (Habitat Home)	\$ 9,418,420
• Private Mortgage	\$19,648,050
• Local	\$ 9,025,000
• PHA	\$ 1,168,384

Hunters Point

Demolish and rebuild the sites with a total of 330 mixed income units – 285 rental apartments (213 public housing and 72 tax credit) and 45 for sale homes. All 213 public housing units will be replaced and 117 new housing units will be added.

Proposed Federal sources of funds	\$29,994,727
Proposed Non-Federal funds	\$75,915,991
• Tax Exempt Bonds	\$20,908,170
• Low Income Housing Tax Credits	\$27,204,477
• Grants/Sweat Equity (Habitat Home)	\$ 7,937,159
• Private Mortgage	\$15,785,243
• Local	\$ 3,079,646
• PHA	\$ 1,001,296

Westbrook

Demolish and rebuild the site with a total of 376 mixed income units – 316 rental apartments (226 public housing and 90 tax credit) and 60 for sale homes. All 226 public housing units will be replaced and 150 new housing units will be added.

Proposed Federal sources of funds	\$35,000,000
Proposed Non-Federal funds	\$88,634,468
• Tax Exempt Bonds	\$23,877,908
• Low Income Housing Tax Credits	\$23,110,698
• Grants/Sweat Equity (Habitat Home)	\$10,900,320
• Private Mortgage	\$20,844,750
• Local	\$ 8,806,500
• PHA	\$ 1,094,292

Sunnydale

Substantially rehabilitate 618 units (700 less 82 completed), demolish 67 units and add infill housing for a total of 960 mixed income housing units – 816 rental apartments (767 public housing and 49 tax credit) and 144 for sale homes.

Proposed Federal sources of funds	\$ 35,000,000
Proposed Non-Federal funds	\$120,086,110
• Tax Exempt Bonds	\$ 31,275,000
• Low Income Housing Tax Credits	\$ 26,221,937
• Grants/Sweat Equity (Habitat Home)	\$ 71,070,000
• Private Mortgage	\$ 27,623,125
• Local	\$ 4,938,514
• PHA	\$ 3,081,966

Potrero Terrace

Substantially rehabilitate all existing units and add new housing for a total of 619 mixed income units – rental apartments (469 public housing and 93 tax credit) and 57 for sale homes. All 469 public housing units will be rehabilitated and 150 new housing units will be added.

Proposed Federal sources of funds	\$34,807,024
Proposed Non-Federal funds	\$87,261,328
• Tax Exempt Bonds	\$27,142,352
• Low Income Housing Tax Credits	\$14,956,441
• Grants/Sweat Equity (Habitat Home)	\$10,985,952
• Private Mortgage	\$22,113,000
• Local	\$ 9,654,330
• PHA	\$ 2,409,253

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
 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 name:	Plaza East
1b. Development (project) number:	CAL 1-18 (2)
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Demolition Submitted, pending approval <input checked="" type="checkbox"/> Disposition Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	Demolition approved 9/96 – Disposition Pending 05/00
5. Number of units affected:	276
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 09/96 b. Projected end date of activity: 08/00

Demolition/Disposition Activity Description	
1a. Development name:	North Beach
1b. Development (project) number:	CAL 1-11
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Demolition Submitted, pending approval <input type="checkbox"/> Disposition Planned application <input checked="" type="checkbox"/> Disposition
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY) Demolition Approved 9/96 - Disposition supplementary info. Submitted 4/02
5. Number of units affected:	229
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Start 9/96

b. Projected end date of activity: 9/04

Demolition/Disposition Activity Description	
1a. Development name:	Valencia Gardens
1b. Development (project) number:	CAL 1-4
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	Application submitted 4/16/02
5. Number of units affected:	246
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 9/03 b. Projected end date of activity: 3/04

Demolition/Disposition Activity Description	
1a. Development name:	Clementina Towers
1b. Development (project) number:	CAL 1-21
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> (Portion of site)
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY) Application submitted 4/12/02
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development (portion of site) <input type="checkbox"/> Total development

<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 8/02</p> <p>b. Projected end date of activity: 8/05</p>

Demolition/Disposition Activity Description
<p>1a. Development name: Rosa Parks</p> <p>1b. Development (project) number: CAL1-18 (5)</p>
<p>2. Activity type: Demolition <input type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/> (Portion of site)</p>
<p>3. Application status (select one)</p> <p style="padding-left: 20px;">Approved <input type="checkbox"/></p> <p style="padding-left: 20px;">Submitted, pending approval <input type="checkbox"/></p> <p style="padding-left: 20px;">Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: (DD/MM/YY)</p> <p style="text-align: center;">Planned Application 09/02</p>
<p>5. Number of units affected: 0</p>
<p>6. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development (portion of site)</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 6/03</p> <p>b. Projected end date of activity: 9/05</p>

Demolition/Disposition Activity Description
<p>1a. Development name: Hunter's View</p> <p>1b. Development (project) number: CAL 1-18 (3)</p>
<p>2. Activity type: Demolition <input checked="" type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p style="padding-left: 20px;">Approved <input type="checkbox"/></p> <p style="padding-left: 20px;">Submitted, pending approval <input type="checkbox"/></p> <p style="padding-left: 20px;">Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 9/03</p>
<p>5. Number of units affected: 267</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p>

<input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/03 b. Projected end date of activity: 6/07

Demolition/Disposition Activity Description
1a. Development name: Alice Griffith
1b. Development (project) number: CAL 1-18 (4)
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 9/04
5. Number of units affected: 256
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/04 b. Projected end date of activity: 6/08

Demolition/Disposition Activity Description
1a. Development name: Hunter's Point
1b. Development (project) number: CAL1-17 (A)
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 9/05
5. Number of units affected: 213

<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 12/05</p> <p>b. Projected end date of activity: 6/09</p>

Demolition/Disposition Activity Description
<p>1a. Development name: Westbrook</p> <p>1b. Development (project) number: CAL 1-9</p>
<p>2. Activity type: Demolition <input checked="" type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p style="padding-left: 20px;">Approved <input type="checkbox"/></p> <p style="padding-left: 20px;">Submitted, pending approval <input type="checkbox"/></p> <p style="padding-left: 20px;">Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 9/06</p>
<p>5. Number of units affected: 226</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 12/06</p> <p>b. Projected end date of activity: 6/10</p>

Demolition/Disposition Activity Description
<p>1a. Development name: Westside Courts</p> <p>1b. Development (project) number: CAL 1-8</p>
<p>2. Activity type: Demolition <input checked="" type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p style="padding-left: 20px;">Approved <input type="checkbox"/></p> <p style="padding-left: 20px;">Submitted, pending approval <input type="checkbox"/></p> <p style="padding-left: 20px;">Planned application <input checked="" type="checkbox"/></p>

4. Date application approved, submitted, or planned for submission: 9/07
5. Number of units affected: 137
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/07 b. Projected end date of activity: 12/11

Demolition/Disposition Activity Description
1a. Development name: Sunnysdale
1b. Development (project) number: CAL 1-3
2. Activity type: Demolition <input checked="" type="checkbox"/> 30 units Disposition <input checked="" type="checkbox"/> Portion of Site
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 9/05
5. Number of units affected: 30
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 6/12

Demolition/Disposition Activity Description
1a. Development name: Potrero Terrace
1b. Development (project) number: CAL 1-2
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> Portion of Site
3. Application status (select one) Approved <input type="checkbox"/>

Submitted, pending approval <input type="checkbox"/>
Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 6/05
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (portion of site) <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 12/13

Demolition/Disposition Activity Description
1a. Development name: Woodside Gardens
1b. Development (project) number: CAL 1-18 (10)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> Portion of Site
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 6/07
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development (portion of site) <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/07 b. Projected end date of activity: 12/14

Demolition/Disposition Activity Description
1a. Development name: 101 & 103 Lundy Lane
1b. Development (project) number: CAL 1-30
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 9/02</p>
<p>5. Number of units affected: 2</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 3/04</p> <p>b. Projected end date of activity: 8/04</p>

Demolition/Disposition Activity Description
<p>1a. Development name: 75-77 Coleridge</p> <p>1b. Development (project) number: CAL 1-29</p>
<p>2. Activity type: Demolition <input type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 9/02</p>
<p>5. Number of units affected: 2</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 3/04</p> <p>b. Projected end date of activity: 8/04</p>

Demolition/Disposition Activity Description
<p>1a. Development name: 275 Thrift Street</p> <p>1b. Development (project) number: CAL 1-33</p>

2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 1
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

DEMOLITION AND DISPOSITION

Comprehensive revitalization is planned for old poorly configured sites with deteriorated structures and fundamental building construction and design problems. Disposition under ground lease agreements is planned for portions of low-density sites where development of additional public housing, affordable housing, and homeownership housing is feasible. In the recent past applications for demolition and disposition of two public housing sites with 437 units were approved. During the next five years, nine applications for disposition and/or demolition are planned involving approximately 1,128 existing public housing units with the potential for construction of 1,128 replacement public housing units and approximately 688 rental and homeownership housing units.

The most severely distressed sites with dangerous mid- and high-rise structures (Bernal Dwellings, Plaza East and Hayes Valley) were demolished and are being replaced with new housing that is both compatible with the surrounding neighborhoods and attractively designed with the safety and security of the residents in mind under the HOPE VI Program. While this process unavoidably resulted in a reduction of 228 dwelling units, only 78 bedrooms will be lost with the shift to larger family sized housing, a scarce resource in San Francisco. At the same time, through partnerships with locally-based developers, the SFHA has added 13 Section 8 project-based apartments at Bernal Gateway and is adding 85 Section 202 apartments for seniors at the Clementina Towers site. The SFHA plans to develop additional replacement public housing through disposition by ground lease of a portion of low-density public housing sites and on non-public housing sites in partnership with other housing developers.

The SFHA’s two most recently designated HOPE VI sites, North Beach and Valencia Gardens, along with Hunters View, a recent HOPE VI application, are underutilized sites and provide

opportunities for the development of apartments and homeownership opportunities for working families while improving distressed public housing. The plans allow us to reclaim and repair the blighted and abandoned sites within the existing vibrant neighborhoods with modernization, new construction and in-fill development. North Beach and Valencia Gardens will be reconfiguration and comprehensive revitalization to maintain the same 475 apartments for public housing residents while introducing an additional 173 moderate and market rate housing units (North Beach and Valencia Gardens). As mentioned above, the Section 8 Project Based Voucher (PBV) Program will be used in conjunction with HOPE VI revitalization efforts. North Beach has been conditionally approved for 119 units assisted under the Section 8 PBV Program. In addition, PBV assistance shall be made available at Valencia Gardens as well. This strategy creates both income diversity and addresses the acute shortage of housing for moderate income households in San Francisco. In addition, North Beach, surrounded by a thriving commercial district, offers unique economic opportunities.

Residents who occupy public housing that is proposed for demolition and disposition are all consulted during the planning process. Residents receive counseling and are all offered temporary relocation assistance and the first right to return to the new replacement housing, provided they remain tenants in good standing. Relocated residents are tracked during the relocation process and provided with community and support services during and after the relocation process.

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 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.

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:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than	

conversion (select one)

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 addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 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 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 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based 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.)

The SFHA plans to administer a Section 8 Homeownership program, subject to 24 CFR Part 982 final rule.

2. Program Description:

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 12/04/98

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

In addition to the programs listed below, the SFHA has actively provided information, services, and assistance to encourage resident participation in voter registration and local and national elections.

(1) General

a. Self-Sufficiency Policies

Which, if any, of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: 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)
Computer Centers				
1815 Egbert	30	Residents of Development	Development Office	Public Housing
1551 Newcomb	40	Residents of Development	Development Office	Public Housing
1792 15 th Street	30	Residents of Development	Development Office	Public Housing
247 West Point	30	Residents of Development	Development Office	Public Housing
1120 Columbus	30	Residents of Development	Development Office	Public Housing
1111 Buchanan	30	Residents of	Development	Public Housing

		Development	Office	
956 Ellsworth	30	Residents of Development	Development Office	Public Housing
310 Haight	30	Residents of Development	Development Office	Public Housing
838 Pacific	30	Residents of Development	Development Office	Public Housing
<u>Other Programs</u>				
SF Boys & Girls Club	80	Open Enrollment	Development Office	Public Housing
Operation Dream	200	Specific Criteria	S.F. Police Department	Public Housing Section 8
Parents on Patrol	10	Open Enrollment	Development Office	Public Housing
Jr. 49ers Football League	50	Specific Criteria	Development Office	Public Housing
Education & Career Development	260	All participants	FSS Program Office	Section 8
Computer Training			FSS Program Office	Section 8
Monthly Workshops			FSS Program Office	Section 8
Stress/Money/Parenting Management			FSS Program Office	Section 8
Career Clothing			FSS Program Office	Section 8
All Section 8 services are provided at the FSS program office at 1251 Turk Street, San Francisco, CA 94115				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: DD/MM/YY)
Public Housing	0	0
Section 8	330	182

- b. 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)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- 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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (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

1. Describe the need for measures to ensure the safety of public housing residents (select all 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)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- 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
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

Hunter’s View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter’s Point

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select 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)

2. Which developments are most affected? (list below)

Hunter’s View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter’s Point

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying 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)

2. Which developments are most affected? (list below)

Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment III)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See the attached Admissions & Occupancy Policy

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 PHA Civil Right Policy, see the attached Admissions & Occupancy Policy.

16. Fiscal Audit

[24 CFR Part 903.7 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 remain? 1

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?

The SFHA has entered into contracts with private management firms to perform property management functions at its existing HOPE VI sites (Hayes Valley, Bernal, Plaza East). It will consider the option of private management for future HOPE VI sites. There are no plans to utilize private management at non-HOPE VI sites during this fiscal year.

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment **Attachment IV**
 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:
see Attachments
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-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)
Resident participation on the Resident Advisory Board was solicited at the first Citywide Residents Meeting. Tenant Association leaders were also asked to participate in the RAB process.

 - 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 or assisted family organization
- Other (list)

c. Eligible 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)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (San Francisco, California)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the 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. (Multifamily Development and a home ownership program)
 - Other: (list below)
3. 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), 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;
- Admissions Policies specifically related to the organization of the applicant waiting list;
- 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 Action Plan) or change in use of replacement reserve funds under the capital fund; or,
- Any change with regards to Demolition or Disposition, Designation, 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.

Attachment I: Capital Fund Program

Attachment II: A) Section 8 Voucher Program Administrative Plan
B) Section 8 Moderate Rehabilitation Program Administrative Plan
C) Section 8 Project-Based Voucher Program Administrative Plan
D) Addendum to the PHA Plan Template Section 8 Project Based Voucher Program Statement
E) Homeownership Capacity Statement

Attachment III: Admissions and Continued Occupancy Policy

Attachment IV: Resident Advisory Board Recommendations

Attachment V: Public Comments

Attachment VI: Preventive Maintenance Program

ATTACHMENT I
CAPITAL FUND PROGRAM

ATTACHMENT II

SECTION 8 PROGRAM ADMINISTRATIVE PLAN

ATTACHMENT III

ADMISSIONS & CONTINUED OCCUPANCY POLICY

ATTACHMENT IV
RESIDENT ADVISORY BOARD COMMENTS

RESIDENT ADVISORY BOARD FY-2003 RECOMMENDATIONS

Admissions & Continued Occupancy/Section 8 Administrative Plan Sub-Committee

- Board members made no recommendations.

Capital Fund/Modernization/HOPE VI Sub-Committee

- See attached documents.

RESIDENT ADVISORY BOARD FY-2002 RECOMMENDATIONS

Our goal is to build more collaborative partnerships with other agencies that provide services to our residents/clients. Among other benefits, this will ensure that there will be no duplication of services to our clientele. Currently, there are 16,280 applicants on the SFHA public housing waiting list, with the turnover vacancy rate of 324. It is for this reason among others that the SFHA wants to close the public housing waiting list. Currently clients are constantly being resequenced (ranked) by the CCS system as new applicants are able to added to our list. Because of this resequencing, often times clients who have remained on the waiting list for several years, must continue to wait for long periods of time because they may be ranked lower than new applicants who meet federal preferences.

- **Mr. Kitrell** noted the fact that there did not seem to be very many 4 and 5 bedroom units available in public housing. Juan Monsanto replied that the demand in public housing was for 1 and 2 bedroom units and that most of the larger families required larger units were located in the Big 4 developments. Juan asked if the SFHA had Single Room Occupancy (SRO) units. Lawrence Andrews replied that Section 8 housing had SRO units, but that public housing did not.
- **Resident** (need to find out his name from sign in sheet) asked if this plan was a continuation of last year's plan. Naja Boyd responded that this plan would constitute the second year of the 2000-2005 Five-Year Plan. (The resident) asked if money from the previous year's Comp Grant would be carried forward if it was not used. Naja Boyd replied that funds are most often times re-allocated for other projects/activities. Needs are re-assessed and re-prioritized because of shortages in funding. For this year's Capital Fund Program, the SFHA might be working with total of \$9-10 million. She told Mr. xx that rents and subsidies make up the SFHA's operating budget.
- Resident: Asked if money from the previous year's Comp Grant would be carried forward if it was not used.
- Jackie Sachs asked if the work scheduled to be done at her unit would be completed. Ms. Boyd replied that she didn't know if all the planned work would be completed, but that the emergency work would be. Ms. Sachs also expressed the concern that there was no elderly studio units represented on the chart. Ms. Boyd said that this would be added later.

Section 8 Families Chart

- At the present, 97% of families in public housing and Section 8 housing meet the criteria for 30% Area Median Income (AMI). As in public housing, the majority of demand is within the 1 or 2 bedroom unit range.
- Mr. Andrews stated that the Section 8 waiting list (for general applicants) has been closed since March 1998 and will probably be opening again before the end of 2001 for new applicants to apply. Ms. Ozan raised a question about the unit size for disabled individuals and if they could ever qualify to have more than a studio for one person. Mr. Andrews answered that the unit size of an individual could be bigger than a studio in order to accommodate necessary medical equipment, for example. Mr. Andrews replied to Mr. Kitrell's question by saying that HUD issues vouchers for Section 8 every year and that this year the SFHA received 500 vouchers. He also explained to Ms. Sachs that units where only one individual resides is reflected on the chart as a family. He further clarified that single, elderly individuals are considered elderly families. Also there is no difference between senior housing and disabled housing. They are one in the same. Section 8 has designated vouchers for senior/disabled households

- Mr. Kitrell asked whether or not a person who had been selected through the Section 8 lottery would be off the waiting list if the SFHA was missing their records. Mr. Andrews replied that the client would not be withdrawn as long as they still had their lottery selection letter with would state their ranking number (#1-10,000). Although the client's name might not appear in the CCS system, their name would still appear in the main lottery list/database. This way, the SFHA can verify an applicant's claim that they were selected from the Section 8 lottery.
- SFHA would target families at or below 30% AMI (however we are currently already exceeding this amount at almost 100%). Median income is calculated by and issued bi-annually by HUD. The city of San Francisco also has their own calculations of median income. For example, the median income for a family of 4 would be approximately \$74,600. This would make the SFHA impose a maximum income allowable for a family of four at \$26,000-28,000 (which would be 80% of the area median income).
- Several residents at the meeting posed questions about rent calculation. Ms. Boyd replied that the SFHA has had a policy in place regarding ceiling rent since 1994. She stated that a tenant's rent should never increase so much as to exceed the ceiling rent amount for that client's unit size. She provided a chart itemizing the ceiling rent amounts for the residents in attendance at the meeting.
- Ms. St. Jean asked whether or not a Section 8 resident who earned more money than they did previously would lose their assistance from the SFHA. Mr. Andrews answered that income limits are imposed on both Section 8 residents and Section 8 applicants. He said that there had to be a distinguishing of the two (applicants and current residents). He clarified that applicants who earn above the maximum allowable income will not be allowed into the program, but that current residents depending how high their income gets may be allowed to still receive assistance. The client's rent would be calculated and adjusted according to their increase in earned income, until it reached the maximum rent allowable for their unit size. After a particular client has been earning 'zero subsidies' for 6 months, then their assistance would be terminated. These clients are taken off the program because they are considered to be 'self sufficient'.
- Ms. Ozan and Ms. Sachs asked whether or not disabled residents would get kicked out if they were to suddenly receive a lot of money (winning the lottery for example). Mr. Andrews stated that lump sum increases that are added to any client's account (bank) would not be considered income unless the client actually draws money out of that account to use. As far as assets, only a certain percentage of their total amount/value is applied to their income.
- Changes are put in italicized text. Juan Monsanto stated that the criteria for entrance back to the HOPE VI sites for the relocation residents included looking at the client's criminal record, housekeeping, and current income. Ms. Ozan asked whether or not a current public housing applicant/resident could apply for a unit at the HOPE VI sites. Ms. Boyd answered that for current residents they could apply for a transfer at a HOPE VI site and be placed on a first-come-first-served basis. Generally, a public housing resident who applies for a transfer must take the first offer of housing that they get from the Eligibility Department and remain at the same development for 12 months. If they do not take their first offer of housing then they run the risk of being removed from the waiting list. Under special circumstances (such as the client having experienced incidents of domestic violence at the development location offered by Eligibility), the client can be offered housing at a different location.

Local Preferences

- Mr. Kitrell was concerned that the current residents trying to deal with drug problems should receive some assistance from the SFHA while they are in rehabilitation programs. Currently, these residents are fearful of losing their housing and their children. Ms. Boyd replied that the SFHA is currently in the development stages of creating a collaborative with the Gellani House. So far, the SFHA, DHS and Gellani House have met twice regarding the implementation of an 18 month drug rehabilitation program for SFHA residents. In this pilot program, participants would not have to worry about their housing because Gellani House would take the entire family in for treatment. The participant's housing unit would be returned to the SFHA housing stock until such time that the participant is close to successful completion of the program (proposed 90-day window prior to program completion).
- Drug problem current residents with out fear of losing home or children.
- Meet with SFHA and DHS (meet twice already) regarding Rehabilitation
- Program 18 months
- Review plan to assist drug user

- Mr. Kitrell and Ms. Ozan noted that fairly recently, the SFHA and DHS did have a 6-month drug rehabilitation program where DHS would help the resident pay their rent and the SFPD would check the resident's unit, once a week.
- Larger families are located in the Big-4
Single Room Occupancy?
Section 8 has but not Public Housing.
- Is the money from Comp Grant carried forward if not used from the previous year?
- Capital Fund Program – might be 9-10 million this year.
- Programs previously approved may have to be reassessed, re-prioritized because of the shortage of funding.
- Rents and subsidies make up the operating budget.
- Will work be completed at JFK Tower?

Single individuals are considered as families

- Single/elderly individual would be considered an elderly family
- Missing Records: off waiting list
- Section 8 lottering raking 1-10,000 client would still have number ranking letter.
- Names cannot be removed from waiting list (Lottery)
- Target families at or below 30% AMI but we are exceeding this amount at almost 100%
- Medical Income is issued bi-annually by HUD
Family of 4 74,600
Area Median 80% 26,00-28,000 (Which are "ceiling" amounts/maximum)
- **Resident Question:** About Rent Increase
Naja W. Boyd: Should never increase to exceed ceiling rent for client's unit size. Policy in place – SFHA

Ceiling rent table for public housing

- Eliminates from Section 8
- Income limits
- Distinguish between applicant's participants
- HUD incentive to stay in public housing once they earn more money
- Section 8 income rent would be adjusted until it reaches maximum rent allowable for the unit size
- Zero subsidies for 6 months, then termination of assistance they are considered Social Security.
- Disabled get big money & do they get kicked out

Participants: **Lump sum increases that are added to their account (banks) won't be income unless they draw money out of that account.**

Applicant:
Look at assets and take a certain percent to apply to their income (should be noted in the strategy 1 – page 10).

- **Clarification:** Senior and disabled housing same thing.
- Section 8 has designated vouchers for senior/disabled households
- Clearly very diverse population is SFHA
- Aggressive efforts to translate materials, etc.

HOPE VI changes are put in italicized text

Criteria for HOPE VI relocation sites
I Criminal Records

1 Good Housekeeping
1 Income

- Can regular Public Housing apply for HOPE VI sites?
Yes: Eventually SFHA wants to have site-based waiting list for October 2001
- Risk removal if not taking choice and not move based on for 12 months or if you can substantiate DV at a location that was offered. You have to stay for 12 months once you are in.
- Former Residents have first choice and all that are from the rest of the available slots; the Public Housing can go in 1st come 1st serve.

ATTACHMENT V
WRITTEN PUBLIC COMMENTS

ATTACHMENT VI

PREVENTIVE MAINTENANCE PROGRAM

Revised: 9/25/02



SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CA 94102 • PHONE (415) 554-1296 • FAX (415) 554-1029

September 27, 2002

Mr. Charles T. Barnett, Acting Director
U.S. Department of Housing and Urban Development
Troubled Agency Recovery Center, Memphis Office
One Memphis Place
200 Jefferson Avenue, Suite 1200
Memphis, TN 38103-2335

SUBJECT: FY 2003 PHA Annual Plan

Dear Mr. Barnett:

In response to your letter dated 9/17/02, this correspondence addresses the deficiencies cited. Following is a list of the deficiencies and the response or corrective actions taken by the agency. The deficiencies cited do not represent significant changes to the PHA Plan. Therefore, no actions taken require a new public comment period. Input to this response was developed with and approved by the Resident Advisory Board.

Deficiency 1:

The PHA Plan Capital Fund Annual Statement for Federal Fiscal Year 2002 reflects the following:

- 1. In-house A/E work under Budget Line Item (BLI) 1430, which is incorrect. In-house A/E work (including inspections) being used in lieu of contracting for such services and other special administrative costs required by State or local/tribal law must be charged to Budget Line Item (BLI) 1410.2 and not BLI 1430. The 10 percent limitation for BLI (account) 1410 does not include the amount for in-house A/E.*
- 2. The Annual Statement reflects some work items to be completed by force account work. As a result of a 2001 Office of Inspector General (OIG) Audit Report on Force Account, force account work was revoked. The discontinuation of force account was a condition to closing some of the recommendations; therefore, force account work is not authorized.*
- 3. Under BLI Account Number 1410 you have budgeted approximately 11 percent. In accordance with Guidebook 7485.3 G Paragraph 2-19 C. Administrative Costs. Notwithstanding the full fungibility of work items, the HA shall not use more than a total of 10% of its annual grant for administrative costs in Account 1410, excluding any costs related to LBP or asbestos testing (whether conducted by force account employees or contractor), in-house A/E work (including inspections) in lieu of contracting for such service, and other special administrative costs required by State or local/tribal law, such as contributions to an unemployment compensation fund, unless specifically approved by the Field Office.*

4. In accordance with PIH Notice 2001-04 (HA) Paragraph II D. Beginning with July 2001 PHAs, each PHA must annually submit to the Field Office as part of its PHA Plan, the Performance and Evaluation Report for each approved Annual Statement including replacement housing factor or emergency grants, where the PHA is still expending funds. The reporting period ends six months before the start of a PHA's fiscal year. This report will be submitted as part of the Annual Plan submission and thus subject to the public hearing process. The reports for the fiscal years 2000 and 2001 CFPs were not included with the Plan input on the web page.

Remedy 1:

1. The inclusion of "In-house" is the result of a typographical error. The 1430 BLI has been revised from "In-house/consultant design" to "A/E consultants" in the revised Capital Fund Annual Statement for the PHA's Fiscal Year 2002.
2. The Force Account designation has been removed in the revised Capital Fund Annual Statement for the PHA's Fiscal Year 2002.
3. In the Status of Proposed Work column for BLI 1410 there is an explanatory statement which reads "The Administrative Allocation of funding exceeds the 10% allowable by 1% because it includes Inspector's Salaries". The BLI amount is therefore in accordance with the requirements cited.
4. Performance and Evaluation Reports where the PHA is still expending funds are now included with the PHA Plan on the web page.

Deficiency 2:

Page 30 item 7 A. (1) the selected component indicates the Capital Fund Program Statement is provided as an attachment to the PHA Plan but does not specify the name of the attachment.

Remedy 2:

The PHA Plan has been revised to reflect that the Statement is included as Attachment I.

Deficiency 3:

Page 31 item 7 A. (2) the selected component identifies Attachment II as the name of the Capital Fund Program 5-Year Action Plan. The Attachments page (58) identifies Section 8 Project-Based Voucher Program as Attachment II.

Remedy 3:

The PHA Plan has been revised to reflect that the 5-Year Action Plan is included as Attachment I.

Deficiency 4:

On page 45, item 9. 2. Activity Description for Designation of Public Housing Occupancy by Elderly Families or families with disabilities or elderly families and families with disabilities, the SFHA checked the no box. As a condition of checking the no box the SFHA is required to complete the Activity Description Table. The HA failed to complete the Table.

Remedy 4:

The "Yes" box was checked in error in item 9. 1. The PHA Plan has been revised with the "No" box checked. Based on this correction, we have skipped 9.2 and are not required to complete the Activity Description Table.

Deficiency 5:

On page 54, item 17 PHA Asset Management, the SFHA indicates they are engaging in 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 in the PHA Plan.

Remedy 5:

Per the Public Housing Agency PHA Plan Desk Guide, dated September 20, 2001, section 3.18.2 (page 55) states that "The PHA can complete a narrative statement or use the Optional Public Housing Management Asset Table...". The SFHA has elected to add a narrative statement to the PHA Plan to describe the private management activities referred to in the original Plan submission.

Deficiency 6:

Page 58, Attachments, Attachment V reflects Written Public Comments. The document does not provide any written comments.

Remedy 6:

The written comments were not transmitted with the electronic transmission. However, they were included as part of the hard copy submitted to HUD by the July 15, 2002 deadline. These comments were included under Tab 4.

Deficiency 7:

Any PHA that wishes to administer a Section 8 Homeownership Program must attach a capacity statement. No Section 8 Homeownership Capacity Statement was attached or listed in the Annual Plan Table of Contents.

Remedy 7:

Per the instructions in the Public Housing Agency PHA Plan Desk Guide, dated September 20, 2001, section 3.12.2, the SFHA is including a Homeownership Capacity Statement with the PHA Plan, identified as Attachment IIE.

Deficiency 8:

Any PHA using or intending to use the project-based voucher program must include a statement indicating the projected number of units and general locations as well as how such action is consistent with the PHA Plan.

Remedy 8:

While the SFHA had attached an Addendum to the PHA Plan Template stating its intention to continue administering a Section 8 Project-Based Voucher Program, it would appear that it has been overlooked or does not meet to the reviewers satisfaction. We have revised the attachment to reflect the inclusion of the designated eligible Census Tracts for the PBV Program and updated the general locations of projected units.

The PHA Plan is certified to be consistent with the Consolidated Plan, which includes the PBV Program and its goal of preserving the affordable housing stock in San Francisco.

Deficiency 9:

Page 9 item Under the Housing Needs of Families on the Section 8 Waiting List, the SFHA states that it expects to re-open the Section 8 Waiting List during the PHA Plan year. The SFHA states that the waiting list was closed 9/21/02 and there are 30,334 families on the waiting list.

Remedy 9:

The SFHA finds no guidance in the Code of Federal Regulations, Public and Indian Housing Notices, or Federal Register that restricts its right to reopen the Section 8 Wait List. The SFHA reserves the right to reopen the list and has stated its intention within the PHA Plan as required.

Moreover, the SFHA reserves the right to open the Section 8 wait list to permit landlords participating in the Project-Based Voucher (PBV) Program to refer applicants living in "existing" units (as defined in the Initial Guidance for the PBV Program published in the Federal Register on January 16, 2001) in order to prevent displacement and applicants for vacated PBV units for which the SFHA has not made adequate referrals for within sixty (60) days of the vacancy to the Section 8 Wait List for immediate placement in the designated PBV unit.

In addition, the SFHA reserves the right to reopen the Section 8 Wait List in order to ensure assistance of families displaced by HOPE VI activity. Without this item marked, the SFHA would have to go out for public comment to re-open the waiting list prior to applying for the funding.

FHEO Concerns

1. *Assignment of priorities to transfer requests:*

The SFHA Admissions and Continued Occupancy Policy clearly states that first priority will be given to families on the Priority Transfer list (page 55) with the second priority going to Administrative Transfers. A Priority Transfer includes, but is not limited to, the following categories: emergency medical or disabilities needs, victims of domestic violence, witnesses to crimes, victims of hate crimes, and victims of violent crimes. In addition, the SFHA can implement an Administrative Transfer to address an urgent need for reasonable accommodation if such accommodation cannot be resolved through normal unit modifications in a timely manner.

2. *Providing interpreters for clients with Limited English Proficiency:*

HUD has not issued a ruling regarding beneficiaries of federal funding with limited English proficiency. However, the SFHA is proactively addressing this issue by working with a task force of key members of the community to identify immediate needs for clients with Limited English Proficiency. The Public Housing Registration Form is currently available in the five identified languages for the community of SFHA Public Housing and Section 8 residents. In the near future, the Residential Lease Agreement will be translated into the same five languages. The work group is also identifying other key documents that will be translated to ensure full participation in the Public Housing and Section 8 programs.

In addition to the effort to provide documents in the appropriate languages, the SFHA has 40 employees who speak a language other than English (Burmese, Cantonese, Korean, Mandarin, Russian, Samoan, Spanish, Tagalog, and Vietnamese). These employees are available for both verbal and written translations, as needed. Due to funding constraints, it is not possible for the SFHA to make available staff to translate into the five identified languages at all sites at all times.

3. *Applications for designation of public housing:*

The SFHA understands that outstanding lawsuits or complaints may jeopardize future applications. Therefore, the Authority is actively pursuing the resolution of all outstanding issues at this time.

4. *Request for Lease Approval:*

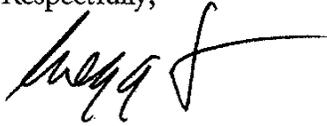
The 15-day time limit for unit inspections is taken from the SEMAP requirements and is only used as a maximum time limit between the submission of the RTA and the inspection of the unit. The SFHA makes every attempt to conduct the inspection within 3 days of the RTA submission and makes special accommodations to address the needs of applicants with disabilities or other special needs, as requested by the family.

5. *Reasonable Accommodation Policy:*

The SFHA does not have a specific Reasonable Accommodation Policy. However, the Admissions and Continued Occupancy Policy contains language regarding accommodation needs throughout the document. Specifically, there are statements in both the Eligibility and Continued Occupancy sections of the ACOP that address Reasonable Accommodations. As a procedural point, the SFHA does have a Request for Reasonable Accommodation form. In order to resolve this issue to the satisfaction of the FHEO office, a copy of the Request for Reasonable Accommodation form is attached to this correspondence.

If you have any questions or need further information, please contact Naja Boyd, Acting Deputy Executive Director at (415) 241-1014.

Respectfully,



Gregg Fortner
Executive Director

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1-1 Holly Courts Boilers, water lines and valves replacement (Phase 2 of 3)	09/30/2004			09/30/2006			
1-2, Potrero Terrace OIG finding, site work at Bldg. 22E	09/30/2004			09/30/2006			
1-8 Westside Courts Water main line & sewer improv.	09/30/2004			09/30/2006			
1-9 Westbrook Emergency Decks repair/ replacement Waterproofing and structural repairs	09/30/2004 09/30/2004			09/30/2006 09/30/2006			
1-10 Potrero Annex Waterproofing and structural repairs	09/30/2004			09/30/2006			
CAL 1-15, Ping Yuen 504/ADA Compliance. Common spaces Upgrade ventilation system	09/30/2004 09/30/2004			09/30/2006 09/30/2006			
1-18(4), Alice Griffith Waterproofing and structural repair Security booth upgrade	09/30/2004 09/30/2004			09/30/2006 09/30/2006			
1-18(10), Woodside Gardens Range replacement Boiler replacement	09/30/2004 09/30/2004			09/30/2006 09/30/2006			
1-18(13), Mission Dolores Install new intercom system	09/30/2004			09/30/2006			
1-19 (1), 990 Pacific Ave. Replace fire alarm system Range replacement	09/30/2004 09/30/2004			09/30/2006 09/30/2006			
Signature of Executive Director and X Gregg Fortner, Executive Director		Date	Signature of Public Housing Director/Programs Administrator X		Date		

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1-20, 3850 18thSt. Replace fire alarm system	09/30/2004			09/30/2006			
1-21, 320/330 Clementina Security booth	09/30/2004			09/30/2006			
1-23, 1880 Pine St. New intercom system	09/30/2004			09/30/2006			
Replace fire alarm system	09/30/2004			09/30/2006			
CAL 1-27, 350 Ellis St Replace fire alarm system	09/30/2004			09/30/2006			
CAL 1-28, 666 Ellis St Replace fire alarm system	09/30/2004			09/30/2006			
CAL 1-32, 1760 Bush St. Replace fire alarm system	09/30/2004			09/30/2006			
1-35, 2698 California 504/ADA compliance. Units	09/30/2004			09/30/2006			
PHA Wide							
HA-Wide Lead Testing	09/30/2004			09/30/2006			
HA-Wide Lead Abatement	09/30/2004			09/30/2006			
HA-Wide Asbestos Testing	09/30/2004			09/30/2006			
HA-Wide Asbestos Abatement	09/30/2004			09/30/2006			
Mold and Mildew Remediation	09/30/2004			09/30/2006			
Blood-born pathogens decontamination	09/30/2004			09/30/2006			
HA-Wide 504/ADA reasonable accommodations	09/30/2004			09/30/2006			
HA-Wide Fire unit repair	09/30/2004			09/30/2006			
HA-Wide New appliances	09/30/2004			09/30/2006			
HA-Wide Hazard testing	09/30/2004			09/30/2006			
HA-Wide Sidewalk repair/replacement	09/30/2004			09/30/2006			
HA-Wide Playground repairs/replacement/removal	09/30/2004			09/30/2006			
ADA Emergency Exit Signage	09/30/2004			09/30/2006			
Hardwire smoke detectors (16 developments)	09/30/2004			09/30/2006			
Elevator upgrades at 22 senior buildings	09/30/2004			09/30/2006			
Improve lighting	09/30/2004			09/30/2006			
Surveillance cameras (Phase I, senior bldgs.)	09/30/2004			09/30/2006			
Modernization of Property Offices PHA Wide	09/30/2004			09/30/2006			
Signature of Executive Director and X Gregg Fortner, Executive Director	Date	Signature of Public Housing Director/Programs Administrator X		Date			

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Management Improvement							
M.I.S.- New accounting and Housing Software	09/30/2004			09/30/2006			
Security	09/30/2004			09/30/2006			
Hope VI application	09/30/2004			09/30/2006			
Photographic & Imaging equipment for Employee ID badge	09/30/2004			09/30/2006			
Staff Training	09/30/2004			09/30/2006			
Staff Training	09/30/2004			09/30/2006			
Applicant screening services	09/30/2004			09/30/2006			
Resident Eviction Costs	09/30/2004			09/30/2006			
Resident Notices/ mailing	09/30/2004			09/30/2006			
Reference materials	09/30/2004			09/30/2006			
Resident Initiative Program	09/30/2004			09/30/2006			
Administration	09/30/2004			09/30/2006			
Fees and Costs							
A/E consultants	09/30/2004			09/30/2006			
Legal costs.	09/30/2004			09/30/2006			
Needs Assessment Market Analysis.	09/30/2004			09/30/2006			
Nondwelling Equipment/Structure							
Preventive ergonomic office furniture	09/30/2004			09/30/2006			
Operating Subsidy	09/30/2004			09/30/2006			
Signature of Executive Director and X Gregg Fortner, Executive Director			Date	Signature of Public Housing Director/Programs Administrator X			Date

San Francisco Housing Authority

Leased Housing Division

Administrative Plan for the Section 8 Voucher Program



DRAFT 2002

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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

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the SFHA housing programs 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.

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, i.e., 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, 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.**

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 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.

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 (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 (except for owners of manufactured housing renting the manufactured home space).

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 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.

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

There are five 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, 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 live-in 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 that is a nonpurchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;
 - e. 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.

- f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project.
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. 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. 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.

7. 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 I-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 I-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) phone system. 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 and the head or spouse is ineligible.

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.

$$\frac{\text{Total HAP Payment}}{\text{Total family members}} \quad X \quad \text{Eligible Family Members}$$

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 PHONE 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 SAVE system. All staff persons within the Leased Housing Division will be trained to use the INS SAVE phone 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 CONCRETE 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

[END OF INVESTIGATION] DELETE

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 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 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 referrals of in-place tenants by owners participating in the Section 8 Project-Based Voucher (PBV) Program in order to prevent the displacement of the in-place tenant due to PBV activity.

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 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 within each preference category by the date and time received 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 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.

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.]

Notwithstanding 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. [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 (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 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.

In accordance with federal regulations, the SFHA provides a preference to elderly families (including disabled or handicapped persons) and displaced persons over single persons regardless of the single person's qualification for other preferences.

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 TEN PERCENT EXCEPTION AUTHORITY

The SFHA will issue a voucher to applicants who do not qualify for any Local Preference ahead of secondary Local Preference applicants in a number not to exceed 10 percent of the total vouchers issued in a fiscal year. As vouchers are available and families are selected from the waiting list, every tenth family selected may be from the "no Local Preference" pool of applicants.

If at any time the waiting list does not contain a sufficient number of preference applications, the vouchers will be issued to non-Local preference eligible applicants without regard to this 10 percent exception.

5.5 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.

5.6 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.

5.7 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.

5.8 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, 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 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).

5.9 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 16.2 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 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. 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.

6.0.1 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
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.

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.

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 21.0- 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.

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 if 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.

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 RLA 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;
- D. The owner has engaged in drug-related criminal activity or any violent criminal activity;
- E. 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;
- F. 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;
- G. 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. Single room occupancy housing (except under special programs)

The SFHA will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Manufactured housing
- D. Manufactured home space rentals

E. House boats

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.

8.0 PORTABILITY

8.1 *GENERAL POLICIES OF THE SFHA*

A family whose head or spouse has a domicile (legal residence) or works in the jurisdiction of the SFHA at the time the family first submits its application for participation in the program to the SFHA may lease a unit anywhere in the jurisdiction of the SFHA or outside the SFHA jurisdiction as long as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of the SFHA at the time of its application, 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.

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 17.0, 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:
1. 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 lease-up 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, we 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.

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. Meals on Wheels or other programs that provided food for the needy; groceries provided by persons not living in the household.
- C. 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);
- D. 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;
- E. 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;
- F. Income of a live-in aide;
- G. 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.

- H. The principal portion of the payments received on mortgages or deeds of trust;
- I. The full amount of student financial assistance paid directly to the student or to the educational institution;
- J. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- K. Amounts received under training programs funded by HUD;
- L. 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;
- M. 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;
- N. Temporary, nonrecurring, or sporadic income (including gifts);
- O. 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;
- P. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- Q. Adoption assistance payments in excess of \$480 per adopted child;
- R. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- S. 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;

- T. Loans;
- U. Reimbursement of child care to the family by persons not living in household;
- V. 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 In Re Agent Orange 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.
- H. 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 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, the SFHA will send a request form to the source along with a release form signed by the applicant/participant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
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 assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
	Letter from broker or holding	Stock or most current

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Stocks	company	statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
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 and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other 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 <ul style="list-style-type: none"> - whether enrolled - whether training is HUD-funded - whether State or local program - whether it is employment training - whether payments are for out-of- 	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	pocket expenses incurred in order to participate in a program	

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

All applicants and participants shall be required to verify their noncitizenship 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 90 days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

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.

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 21.0 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 re-determined.

11.3 *COMPARABILITY*

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of 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 maintain current survey information on rental units in the jurisdiction. The Housing Authority will also obtain the services of a rental survey company to determine the value of the array of amenities.

The Housing Authority will establish minimum base rent amounts for each unit type and bedroom size. To the base the Housing Authority will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

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 or 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).

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.

11.7 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.

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, 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.

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 within 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.
- l. 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.

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 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AS WELL AS PARTICIPANT'S RESPONSIBILITIES

This Section only applies to HAP contracts in effect before October 2, 1995. Vouchers have a provision for damages and unpaid rent. No vacancy loss is paid on vouchers. No Damage Claims will be processed unless the SFHA has performed a move-out inspection. Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes there may be a claim.

Damage claims are limited in the following manner:

- A. In the Voucher Program, owners are allowed to claim up to two (2) months contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease.
- B. In the Voucher Program, owners are allowed to claim up to one (1) month contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease. There will be no payment for vacancy losses under the Voucher Program.
- C. No damage claims will be paid under either program for HAP contract executed on or after October 2, 1995.

13.1 OWNER CLAIMS FOR PRE-OCTOBER 2, 1995, UNITS

In accordance with the HAP contract, owners can make special claims for damages, unpaid rent, and vacancy loss (vacancy loss can not be claimed for vouchers) after the tenant has vacated or a proper eviction proceeding has been conducted.

Owner claims for damages, unpaid rent, and vacancy loss are reviewed for accuracy and completeness. Claims are then compared to the move-in and move-out inspections to determine if an actual claim is warranted. No claim will be paid for normal wear and tear. Unpaid utility bills are not an eligible claim item.

The SFHA will make payments to owners for approved claims. It should be noted that the tenant is ultimately responsible for any damages, unpaid rent, and vacancy loss paid to the owner and will be held responsible to repay the SFHA to remain eligible for the Section 8 Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages. The SFHA will develop a list of reasonable costs and charges for items routinely included on damage claims. This list will be used as a guide.

Owners can claim unpaid rent owned by the tenant up to the date of HAP termination.

In the Voucher Program, owners can claim for a vacancy loss as outlined in the HAP contract. In order to claim a vacancy loss, the owner must notify the SFHA immediately upon learning of the vacancy or suspected vacancy. The owner must make a good faith effort to rent the unit as quickly as possible to another renter.

All claims and supporting documentation under this Section must be submitted to the SFHA within thirty (30) days of the move-out inspection. Any reimbursement shall be applied first towards any unpaid rent. No reimbursement may be claimed for unpaid rent for the period after the family vacates.

13.2 PARTICIPANT RESPONSIBILITIES

If a damage claim or unpaid rent claim has been paid to an owner, the participant is responsible for repaying the amount to the SFHA. This shall be done by either paying the full amount due immediately upon the SFHA requesting it or through a Repayment Agreement that is approved by the SFHA.

If the participant is not current on any Repayment Agreements or has unpaid claims on more than one unit, the participant may be terminated from the program. The participant retains the right to request an informal hearing.

14.0 RECERTIFICATION

14.1 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.

Upon receipt of verification, the SFHA will determine the family's annual income and will calculate their family share.

14.1.1 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.

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.

14.1.2 Re-examination by mail

The SFHA's Section 8 program will complete a minimum of 30% of re-examinations by mail.

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.

14.1.3 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 families moving from welfare to work the increase in rent will not become effective for at least 6 months regardless of the annual re-examination date.

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.

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.

14.1.4 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.

14.2 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 14.1.3 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 16.3.

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 14.2.2.

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.

14.2.1 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.

14.2.2 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.

15.0 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.

16.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, AND INFORMAL HEARINGS FOR PARTICIPANTS

16.1 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.

16.2 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.

16.3 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 16.3(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 16.3(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 16.3(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.

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.

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 suspend the family from the Section 8 program for a period deemed appropriate by the hearing officer.

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.

17.0 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.

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 has engaged in drug trafficking.

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.

18.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE

Occasionally, it is necessary for the SFHA to spend money of its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

The SFHA Board of Commissioners authorizes the Executive Director to expend without prior Board approval up to (\$5,000) for authorized expenditures.

Any item(s) exceeding (\$5,000) will require prior Board of Commissioner approval before any charge is made against the Section 8 Administrative Fee Reserve.

19.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the SFHA against costs associated with any judgement of infringement of intellectual property rights.

20.0 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.

21.0 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.

22.0 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 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

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 purposes of participating in the Section 8 Homeownership Program. Priority will be given to families displaced by HOPE VI activity, Public Housing sites being redeveloped, infill housing at low density Public Housing sites, development of other surplus public property and families with Certificates of Displacement due to activities of the San Francisco Redevelopment Agency (SFRA).

In addition, applicants who are on the Section 8 wait list and are impacted by the activity listed in the previous paragraph, may be accelerated to the top of the wait list for certification in order to participate in the Section 8 Homeownership Program.

22.1 FAMILY ELIGIBILITY AND QUALIFICATION

To qualify for the HOA program a family must meet the following eligibility criteria:

1. A family must meet the requirements for admission to or continued participation in the SFHA tenant-based Section 8 Housing Choice Voucher Program
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 law 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.

The SFHA will count the welfare income of a family that includes an elderly or disabled person when determining income eligibility for participation in the HOA program if the elderly or disabled person is the head of household or the spouse of the head of household. This requirement only applies to families that satisfy the statutory definition of an elderly or disabled family

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 acceptance into the HOA program, the family is required to re-enter the FSS program. Upon re-entry, the family will not have to meet the minimum two year FSS requirement before they are allowed to enter the HOA program, but must have completed the development of their FSS Individual Training and Services Plan. 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. The Head of Household or the spouse of the head of household has not committed fraud in connection with a Section 8 certificate or voucher program. Such a family shall be required to wait five years from the date of their fraud informal hearing disposition decision before they will be allowed to participate in the HOA.
9. 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 other Housing Authority, will be required to wait at least one year from the date it has satisfied the debt before the family will be allowed to enter the HOA program.
10. If a family is an existing member of the FSS program and develops a debt with the SFHA, the family will 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 or has developed an Individual Training or Services Plan with the SFHA, the family will be terminated from the FSS program and forfeit any escrow saved.

22.2 SFHA HOA PROGRAM SIZE

The SFHA shall initially operate a HOA program of fifty 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.

22.3 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.

22.4 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.

22.5 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:

22.5.1 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.

22.5.2 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.

22.5.3 Prohibition Against Conveyance Or Transfer Of The Home

- a. 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 of its occurrence.

22.5.4 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.

22.6 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.

22.7 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.

22.8 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.

22.9 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.

22.10 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.

22.11 FAMILY SEARCH AND HOME PURCHASE

22.12 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.

22.13 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.

22.14 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.

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.

22.15 Minimum Family Down-Payment/Equity Requirement

The Family must contribute a minimum of 3% of the purchase price of the home with income taken from the family's personal resources.

Not more than two and a half (2.5%) percent of the 3% down-payment may be advanced from the family's FSS escrow account. A family may combine personal savings along with an amount from their FSS program escrow account to accumulate the total 3% downpayment.

The family must be able to demonstrate to the satisfaction of the SFHA that it has the 3% 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.

22.16 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 HOAO 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.

22.17 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.

22.18 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.

22.19 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

22.20 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.

22.21 HOME INSPECTIONS

Two kinds of physical inspections are required in the homeownership option in addition to and separate from any lender required inspections:

1. 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) or the American Association of Professional Home Inspectors (AAPHI). The SFHA shall maintain a database listing of membership for both the ASHI 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.

22.21.1 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.

22.22 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.

22.23 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.

22.24 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.

22.25 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 HOAO 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.

22.26 RECAPTURE

The SFHA will recapture a percentage of the homeownership assistance upon the sale or refinancing of the home. Proceeds invested in the purchase of another home are exempt from recapture. At the time of purchase, the family must execute documentation that secures SFHA's right to recapture the homeownership assistance. The lien securing the recapture may be subordinated to a refinance agreement or silent loan down-payment assistance. The amount of home ownership assistance subject to recapture shall automatically be reduced in increments of ten percent per year, over a ten year period.

In the case of the sale of the home the recapture shall be in an amount equaling the lesser of:

1. The amount of home ownership assistance provided to the family adjusted to reflect the automatic reduction; or
2. The difference between the sales price and the purchase price of the home minus:
 - a) The cost of any capital expenditures.
 - b) The cost incurred by the family in the sale of the home, such as sales commission and closing costs;
 - c) The amount of the difference between the sales price and purchase price that is being used, upon sale, toward the purchase of a new home under the HOA; and
 - d) Any amounts they have previously recaptured.

22.26.1 Recaptured Amount For Refinancing

In the case of refinancing, the recaptured amount shall be an amount equaling the lesser of:

1. The amount of homeownership assistance provided to the family-adjusted to reflect the automatic reduction; or
2. The difference between the current mortgage debt and the new mortgage debt minus:
 - a) The cost of capital expenditures;

- b) The cost incurred by the family in the refinancing of the home, such as closing costs; and
- c) Any amounts that have been previously recaptured as a result of refinancing.

22.26.2 Use of Sale Price in Determining Recaptured Amount

The recaptured amount shall be determined using the actual sales price of the home, unless the sale is for an identity-of-interest transaction. The SFHA shall establish a sale price based on the fair market value.

22.27 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.

22.28 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 HOAO 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 HOAO 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.

22.29 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 HOAO assistance.

22.30 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 HOAO program Statement of Family Obligation.
- c. If the family has committed fraud in connection with the HOAO 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.

22.31 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 rental 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.

22.32 SFHA DENIALS TO PARTICIPATE IN THE HOAO 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.

22.33 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)

22.34 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.

22.35 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.

23.0 MISCELLANEOUS

23.1 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:

- 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 Vouchers 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

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.

23.2 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.

23.3 ASSISTING FAMILIES EXPERIENCING ILLEGAL DISCRIMINATION

It is the policy of the SFHA to comply fully with all federal, state and local anti-discrimination 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.

23.4 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.

23.5 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.

23.6 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.

23.7 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 school-age child as a dependent.

24.0 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.

24.1 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.

24.2 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.

24.3 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.

24.4 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

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 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.

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.

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.

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 individuals who 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

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's Qualified Census Tracts as listed by the current Census Bureau statistics. Qualified Census Tracts are defined to be Census Tracts with poverty rates below 20 % unless otherwise approved by HUD.

All projects in non-eligible Census Tracts shall be required to be approved by HUD. For clarification purposes, the PBV units may be located in any of the following Census Tracts without HUD approval:

102	103	104	105	106	108	109	110	111	112	116	119	121
126	127	128	129	130	131	132	133	134	135	151	152	153
154	156	157	158	159	160	164	165	166	167	168.98	169	170
171	176.02	178	179.01	179.02	203	204	205	206	207	210	211	212
213	214	215	216	217	218	230	233	251	252	253	254	255
256	257	258	259	260	261	262	263	264	301.01	301.02	302	303
304	305	306	307	308	309	310	311	312	313	314	326	327
328	329	330	331	332	351	352	353	354	401	402	426	427
428	451	452	476	477	478	479	601	602	604	606	607	610

Units Currently Under Lease

<u># Of Units</u>	<u>Address</u>
31	381 Turk Street
25	425 Eddy Street (Clean and Sober)

70	480 Ellis Street (Clean and Sober)
2	1221-23 Cortland Street (Clean and Sober)
2	2973-77 26 th Street (Clean and Sober)
8	416 Bay Street
13	3101 Mission Street
31	1820 Post Street
31	1 Church Street (12 designated as HOPWA)
34	165 8 th Street
10	Rich Sorro Commons (Mission Bay)
<u>257 Units</u>	

Units In Development

<u># Of Units</u>	<u>Address</u>
8	214 Dolores Street
15	4445 3 rd Street-
82	Treasure Island
7	1652 Eddy
119	401-499 and 501-599 Bay Street -North Beach
39	1250-1252 Haight Street-Haight Street Senior
88	4 th and Berry Street-Mission Bay Senior
72	1315 Polk Street-Leland Senior Community
61	1594 Market Street-Derek Silva Community
24	522,550,552 Carter & 105 Walbridge-Carter Terrace
113	999 Geary Street
18	172 6 th Street-Dudley Hotel
16	145 Taylor Street
26	141-145 Eddy Street-West Hotel
44	34 Turk Street-Dalt Hotel
7	421 Turk Street
21	190 Broadway-Broadway Family Apartments
<u>760 Units</u>	

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 baseline number of units in the SFHA's Housing Choice Voucher Program. Effective January 16, 2002, the SFHA Voucher baseline is 7055. Therefore it is anticipated that the SFHA intends to project-based no more than 1,411 units including those units currently under AHAP or HAP.

Moreover, an additional 70 units are in the process of being committed for assistance under the PBV Program during FY2002. These units will not be assisted, however, during FY2002. They are all within the City and County of San Francisco, but have not been listed due to the fact that final commitment has not been made to date.

**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:

Each family will be required to contribute at least 3% of the purchase price of the home, with at least 1% 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, page 119, Section 22.15.

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 on page 120 – "Finance Requirements" of the SFHA's Section 8 Administrative Plan revised 7/11/2002

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) home ownership 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 home ownership program.



SAN FRANCISCO HOUSING AUTHORITY

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

REQUEST FOR REASONABLE ACCOMMODATION

NAME: _____ PHONE: _____

ADDRESS: _____

1. The following member of my household has a disability as defined below:

Name: _____ Relationship to you: _____

2. As a result of this disability, I am requesting the following reasonable accommodation (please check one or more boxes below):

A change in my apartment or other part of the housing development. Please specify: _____

A change in the following rule, policy, or procedure. (Note that a change in how to meet the terms of the lease may be requested, but the terms of the lease must be met.) Please specify: _____

Other (for example, a change in the way the SFHA communicates with you). Please specify: _____

3. This request for reasonable accommodation is necessary so that I can: _____

4. I authorize the San Francisco Housing Authority to verify that I have a disability and have the need for the reasonable accommodation I have requested. In order to verify this information, the SFHA may contact the following physician, psychiatrist, licensed psychologist, licensed nurse practitioner, licensed social worker, rehabilitation professional, service agency whose function is to provide services to the disabled, or other expert in the field of _____.

Name: _____

Title of professional or expert: _____

Agency, Facility, or Institution: _____

Address: _____

Telephone: _____

I understand that the information obtained by the SFHA will be kept confidential and used solely to make a determination on my reasonable accommodation request.

Please return this form as promptly as possible so that the SFHA may make a determination on this request.

Head of Household Signature: _____ **Date:** _____

- Disability: a physical or mental impairment that substantially limits one or more life activities, or a record of having such an impairment, or regarded as having an impairment.

REQUEST FOR REASONABLE ACCOMMODATION

APPROVALS:

Property Manager: _____ **Date:** _____

Comments: _____

District Director: _____ **Date:** _____

Comments: _____

Director of Housing Management: _____ **Date:** _____

Does client qualify as "disabled"? yes no If no, date denial letter sent to resident: _____

Is client request "reasonable"? yes no If no, please specify reason: _____

Recommendation: _____

Housing Development & Modernization: _____ **Date:** _____

What is the cost of the accommodation recommended by the Director of Housing Management? \$_____

Is the cost of request "reasonable"? yes no If no, please specify reason: _____

*** Note: For physical modifications to the unit, the Director of Housing Management will forward a copy of this request to the Housing Development & Modernization Department to determine modification cost and feasibility. The HD&M Department will submit its recommendation to the Director of Housing Management and to the Office of Fair Housing for follow-up and tracking.**