

**A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO**

TO BE HELD TELEPHONICALLY
APRIL 14, 2020 AT 3:00 P.M.

Zoom Meeting – Board of Commissioners will be forwarded instructions
Members of the public may call:
Call In Number (669) 900-6833
Meeting ID: 538 088 690
Password: 133570

This meeting is being held in accordance with the Brown Act as currently in effect under the State of Emergency Services Act, the Governor's Emergency Declaration related to COVID-19 and the Governor's Executive Order N-29-20 issued on March 17, 2020, that allows attendance by the Board of Commissioners, Housing Authority staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

Members of the public wishing to participate should call in using the teleconference information stated above. Public comments, limited to 250 words or less, can only be submitted via web at <http://ww2.hacsb.com/contact/public-comments-for-board-meetings> and/or via email at publiccomment@hacsb.com and will be read into the record, limited to 3 minutes per comment. Some comments may not be read due to time limitations.

AGENDA

PUBLIC SESSION

- 1) Call to Order and Roll Call
- 2) Additions or deletions to the agenda
- 3) General Public Comment - Any member of the public may address the Board of Commissioners on any matter not on the agenda that is within the subject matter jurisdiction of the Board. To make a comment on a specific agenda item, please submit your comments via email or online by 1:00 p.m. on the Tuesday of the Board meeting. Comments should be limited to 250 words or less. Please submit your comments via web at <http://ww2.hacsb.com/contact/public-comments-for-board-meetings> and email at publiccomment@hacsb.com. Your comments will be placed into the record at the meeting. Efforts will be made to read the comments into the record, but some comments may not be read due to time limitations.

DISCUSSION CALENDAR

(Public comment is available for each item on the discussion calendar)

- 4) Receive the Executive Director's Report dated April 14, 2020. (Page 1)
- 5) **CONTINUED FROM TUESDAY, MARCH 10, 2020, ITEM NO. 9 AND RECOMMENDED TO BE TAKEN OFF CALENDAR** – 1 – Approve Amendment No.3 to Contract No. PC990 with Applied Real Estate Analysis, Inc. for local rental housing submarket analysis services increasing the current contract amount by \$321,118 for a total contract amount not to exceed \$122,986.70 (Pages 2–9)

2 - Authorize and direct the Executive Director to execute and deliver the contract amendment to Applied Real Estate Analysis, Inc. and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
- 6) **CONTINUED FROM TUESDAY, MARCH 10, 2020, ITEM NO. 11 AND RECOMMENDED TO BE TAKEN OFF CALENDAR** – Adopt Resolution No. 79 approving the establishment of a Section 115 Trust administered by Public Agency Retirement Services for the Housing Authority of the County of San Bernardino's unfunded pension liabilities. (Pages 10-13)
- 7) Adopt Resolution No. 83 approving, effective April 3, 2020, the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan for Fiscal Year 2019-2020, Amendment 2, to implement temporary operational flexibilities in response to the current COVID-19 pandemic. (Pages 14-136)
- 8) 1 - Adopt Resolution No. 84 authorizing the Executive Director and designees to waive internal policies and modify operations as necessary in response to the COVID-19 global pandemic, retroactive March 4, 2020 as proclaimed a State of Emergency by the Governor of the State of California. (Pages 137-140)

2 - Direct the Executive Director to create and deliver to the Board of Commissioners a summary report of all instances where this waiver is utilized specifying policies waived including reason for, and estimated financial impact of. Such report to be included in each board meeting agenda for the duration of the State of California emergency declaration.
- 9) 1 – Approve Amendment No. 4 to Contract No. PC813 with Cohn Reznick, LLP for Financial Auditor Services, increasing the current contract amount by \$86,500 for a total contract amount not to exceed \$426,600. (Pages 141-151)

2 – Authorize and direct the Executive Director to execute and deliver the contract amendment to Cohn Reznick, LLP and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

CONSENT CALENDAR

- 10) APPROVAL OF CONSENT ITEMS: # 11-12
- 11) Approve the meeting minutes for the Board of Commissioners of the Housing Authority

of the County of San Bernardino Regular Meeting held on March 10, 2020. (Pages 152-160)

- 12) Approve and file Agency-wide Financial Statements through December 2019. (Pages 161-163)
- 13) Individual Board member Comments
- 14) Adjourn

This agenda contains a brief description of each item of business to be considered at the meeting. In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting at the Housing Authority of the County of San Bernardino (HACSB) Building located at 715 East Brier Drive, San Bernardino, California, 92408. The agenda and its supporting documents can be viewed online at <http://www.hacsb.com>. However, the online agenda may not include all available supporting documents or the most current version of documents.

If you challenge any decision regarding any of the above proposal in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that proposal or in written correspondence delivered to the Board of Commissioners at, or prior to, the public hearing.

It is the intention of the HACSB to comply with the Americans with Disabilities Act (ADA). If you require special assistance, HACSB will attempt to accommodate you in every reasonable manner. Please contact Sylvia Robles at (909) 890-6318 at least 48 hours prior to the meeting to inform us of your particular needs.

HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al (909) 890-0644.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

April 14, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Executive Director's Report for April 14, 2020

RECOMMENDATION(S)

Receive the Executive Director's Report dated April 14, 2020.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

BACKGROUND INFORMATION

The Executive Director's report summarizes ongoing initiatives of HACSB's strategic plan, Moving to Work activities, overall agency updates, as well as other initiatives federally regulated by the United States Department of Housing and Urban Development. The focus of this month's report is HACSB's response to the COVID-19 global pandemic.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on March 27, 2020

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

March 10, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Contract Amendment with Applied Real Estate Analysis, Inc. for the Review of Existing Local Rental Housing Submarkets.

RECOMMENDATION(S)

CONTINUED FROM TUESDAY, MARCH 10, 2020, ITEM NO. 9 AND RECOMMENDED TO BE TAKEN OFF CALENDAR

1. Approve Amendment No. 3 to Contract No. PC990 with Applied Real Estate Analysis, Inc. for local rental housing submarket analysis services increasing the current contract amount by \$31,118 for a total contract amount not to exceed \$122,986.70.
2. Authorize and direct the Executive Director to execute and deliver the contract amendment to Applied Real Estate Analysis, Inc., and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB is a leading developer and provider of affordable housing in the County of San Bernardino.

HACSB residents live in safe and desirable homes and communities where they can develop and prosper.

HACSB has secured the resources needed for accomplishing its mission.

FINANCIAL IMPACT

This contract amendment is not expected to exceed \$122,986.70 for the one year option period through February 22, 2021, which is included within the Housing Authority of the County of San Bernardino (HACSB) approved budget.

BACKGROUND INFORMATION

In 2011, through its Moving to Work (MTW) flexibilities, HACSB implemented the Local Payment Standards activity. The activity allows HACSB to conduct a market assessment to identify local rental submarkets and to implement Local Payment Standards for those submarket areas in lieu of the United States Department of Housing and Urban Development's (HUD) prescribed Fair Market Rents, which too broadly compare both San Bernardino and Riverside Counties. A third party conducted a market assessment of the County and identified nine local rental submarkets and the corresponding market rents. The Local Payment Standards are reviewed and updated annually.

On February 13, 2018, the San Bernardino County Housing Commission approved a contract with Applied Real Estate Analysis, Inc. (AREA, Inc.) for review of the existing local submarkets and Local Payment Standards. The original contract included a two-year base period with the option to exercise up to three one-year extensions. Staff is recommending approval to authorize the Executive Director to execute this proposed amendment to increase the contract amount for

AREA, Inc. to perform the annual update of the Local Payment Standards. No change to the scope of work is requested. AREA, Inc. will provide a written report of findings and any recommended changes.

PROCUREMENT

HACSB previously issued a Request for Proposal (RFP) PC990 on November 30, 2017, which resulted in the receipt of two proposals. Proposals were evaluated per the requirements of the RFP in which Applied Real Estate Analysis, Inc. was the most qualified and most responsive vendor selected to provide these services to the HACSB.

The attached proposed amended contract includes information on all amendments to this contract.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on February 20, 2020



**AMENDMENT #3 TO CONTRACT FOR REVIEW OF EXISTING
LOCAL RENTAL HOUSING SUBMARKETS
(PC990)**

BETWEEN

**THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO**

And

APPLIED REAL ESTATE ANALYSIS, INC.

This Amendment No. 3, dated March 10, 2020 ("Third Amendment"), to Contract for Review of Existing Local Rental Housing Submarkets (PC990), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body ("Authority") and Applied Real Estate Analysis, Inc. an Illinois corporation ("Contractor").

RECITALS

WHEREAS, the Authority and Contractor entered into that certain Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated February 23, 2018, relating to review of existing local rental housing submarkets ("Agreement") with an Agreement Price of \$83,517.00;

WHEREAS, the Authority and Contractor entered into Amendment No. 1 to the Agreement, dated June 25, 2018, to revise the scope of work with regard to deliverable dates, with no change to the Agreement Price; and

WHEREAS, the Authority and Contractor entered into Amendment No. 2 to the Agreement, dated February 21, 2020, to exercise option year one of the Agreement and increase the Agreement by 10% to cover the cost of the initial stage of work for the 2020 updates with an increase in the Agreement Price of \$8,351.70.

OPERATIVE PROVISIONS

NOW, THEREFORE, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Third Amendment by the Parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

Section 1. Article 1, Statement of Work, of the Agreement is amended to read as follows:

“Article 1. Statement of Work. Contractor shall furnish all labor, materials, tools, equipment, and supervision to perform all work required in the Statement of Work set forth on Exhibit “A-1”, attached hereto and incorporated herein by this reference and as may be amended by the Parties from time to time (the “Work”). In connection with its performance of the Work, Contractor shall comply with all of the Contract Documents (as hereinafter defined).”

Section 2. References to Exhibit “A” shall mean Exhibits “A-1” and “A-2”, attached hereto and incorporated herein by this reference.

Section 3. Pursuant to Article 3 of the Agreement, the Agreement is hereby commencing on February 23, 2018 and expiring on February 22, 2021, with the option to extend for two (2) additional one-year terms.

Section 4. Article 4 of the Agreement is amended to read as follows:

“Article 4. Price. HACSB agrees to pay Contractor for the provision of the Work the total not-to-exceed sum as shown in the Agreement Price set forth on Exhibit “A-2”, and as may be amended by the Parties from time to time (the “Agreement Price”).”

Section 5. The effective date of this amendment is March 10, 2020.

EXCEPT AS AMENDED HEREBY ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT REMAIN IN FULL FORCE AND EFFECT.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Applied Real Estate Analysis, Inc. have signed the amendment.



APPLIED REAL ESTATE ANALYSIS, INC.

HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO

By: _____

By: _____

Name: _____

Name: Maria Razo _____

Title: _____

Title: Executive Director _____

Date: _____

Date: _____

Exhibit A-1

Original Statement of Work

- A. Review of Existing Local Rental Housing Submarkets.** A review of the nine (9) existing local rental housing submarkets within the County of San Bernardino. The review shall determine if the existing submarket boundaries are appropriately placed. Contractor will provide a written report of findings and any recommended changes, including documentation to substantiate such recommendation. **This deliverable is due to HACSB by May 1, 2018.** The written report shall include:
1. Review of previously designated rental submarkets;
 2. Review map of the previously designated rental submarkets including census tracts and zip codes;
 3. Description of and supporting data for any recommended changes to submarket boundaries. This description must provide the data sources and document the process so the results can be independently reproduced;
 4. Characteristics of each submarket, including:
 - i. Number of single-family, duplex, condominium, senior/disabled, and multi-family homes in each submarket;
 - ii. Number of single-family, duplex, condominium, senior/disabled, and multi-family homes surveyed in each submarket;
 - iii. Average square footage, amenities, utility arrangements, and age of properties for efficiency (studio), 1-, 2-, 3-, 4-, and 5-bedroom units in each submarket; and
 - iv. Supply and demand characteristics for each submarket, including vacancy rates.
- B. Submarket Descriptive Information.** A written report of descriptive information for each submarket. The report should include information for each submarket inclusive of any recommended changes to the submarket boundaries. **This deliverable is due to HACSB by July 23, 2018.** The written report shall include the following information for each submarket broken out by census tract:
1. Income statistics;
 2. Employment statistics;
 3. Age statistics;
 4. Racial and ethnic composition;
 5. Poverty rate;
 6. Gender statistics;
 7. Vacancy rates;
 8. Crime statistics on Part 1 and Part 2 crime data (Part 1 crimes include homicide, rape burglary, larceny, robbery, arson and aggravated assault. Part 2 crimes are everything else);
 9. Description of surrounding land uses and zoning (e.g. commercial, industrial, undeveloped land, residential, etc.); and
 10. Property values: median values and 12-month trends;
 11. School data, (e.g. location, type, rating).
- C. Update to Local Payment Standards.** A review of and update to the current schedule of Local Payment Standards for each of the submarkets. Contractor will provide a written report of findings and any recommended changes, including documentation to substantiate such changes, and a schedule of recommended Local Payment Standards for units ranging from zero (efficiency/studio) to five (5) bedrooms for each submarket. **This deliverable is**

due to HACSB by July 23, 2018; and final report due July 1st of each subsequent contract year – discussion drafts due 30 days prior. The Local Payment Standard schedule shall be based upon a survey of units within the County of San Bernardino:

1. Including units ranging from zero (efficiency/studio) to five (5) bedrooms for each submarket;
2. Including multi-family and single-family units;
3. Including modest units with suitable amenities;
4. Excluding public housing or subsidized housing; and
5. Excluding luxury units.

The survey must include a sufficient number of units to be an accurate and reliable estimate of market rents. The Local Payment Standard schedule shall:

1. Be based upon the shelter rent only for units surveyed. For the purposes of this RFP and the resulting contract, “shelter rent” is defined as the cost to rent the living space only and includes the cost of any utilities that may be included in the rent per the lease. Shelter rent does not include add-on charges for non-shelter amenities such as gym access, garage/storage space rental, etc.; and
2. Be based upon a monthly average of rent over logical recent time frame, not a one-month snapshot of rents.

The written report shall include:

1. Supporting documentation that describes the method of calculation and the sources of information used to develop the Local Payment Standards to ensure that the results are independently reproducible; and
2. A projection of Local Payment Standards one year from the date of the report.

Exhibit A-2
Work Authorization

Schedule Dates:

Start Date: March 10, 2020

Completion Date: February 22, 2021

Total Agreement Price: Not to exceed \$122,986.70

Option Year/Data Collection Year	Total Cost:
Option Year One (2020)	\$31,118.00

Statement of Work ("Exhibit A-1")

Work Authorization ("Exhibit A-2")

General Conditions for Non-construction work ("Exhibit B")

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

March 10, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Section 115 Trust Fund for Unfunded Pension Liabilities

RECOMMENDATION(S)

CONTINUED FROM TUESDAY, MARCH 10, 2020, ITEM NO. 11 AND RECOMMENDED TO BE TAKEN OFF CALENDAR - Adopt Resolution No. 79 approving the establishment of a Section 115 Trust administered by Public Agency Retirement Services for the Housing Authority of the County of San Bernardino's unfunded pension liabilities.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB has secured the resources needed for accomplishing its mission.

FINANCIAL IMPACT

The establishment of a Section 115 Trust for unfunded pension liabilities will have no immediate financial impact on the Housing Authority of the County of San Bernardino (HACSB). Approval of this item will approve participation in the Section 115 Trust pension stabilization trust administered by Public Agency Retirement Services (PARS). This does not commit HACSB to any financial obligations. Recommendations for an initial funding amount, an annual contribution, and the trust documents for this trust fund will be presented at a later Board of Commissioners (Board) meeting.

BACKGROUND INFORMATION

In 2015, the Government Accounting Standards Board (GASB) required implementation of Statement No. 68, Accounting and Financial Reporting for Pensions. GASB 68 requires governmental employers that sponsor Defined Benefit plans, such as California Public Employees' Retirement System (CalPERS), to recognize a net pension liability, (also known as an unfunded pension liability) on their balance sheet. The unfunded pension liability is the difference between HACSB's total pension liability (actuarial accrued liability) and actual plan assets. HACSB's total unfunded pension liability as of the most recent CalPERS valuation is just over \$23.3 million. A recent Private Letter Ruling issued by the Internal Revenue Service (IRS) established that public agencies and municipalities can now create a separate Section 115 Trust to "pre-fund" their CalPERS unfunded pension liability. This provides HACSB with an alternative to sending additional funds directly to CalPERS, an option that has a very modest short-term impact on reducing the annual required contribution due to the additional funds being amortized over a period of 20-30 years. Funds placed in an irrevocable supplemental pension Section 115 Trust would be restricted in use solely for pension obligations.

A Section 115 Trust would offer the following benefits to HACSB:

- Pension Volatility Risk Mitigation – contributions from the trust may be transferred to CalPERS at HACSB's discretion to offset fluctuations in the required annual contributions

(a maximum of two years of pension expenses can be drawn from the trust at any point in time).

- Investment flexibility with Section 115 Trust compared to the United States Department of Housing and Urban Development imposed restrictions on federal funds.
- Oversight and local control of investment management, risk tolerance, portfolio allocation, and monitoring of investment performance.
- Increased flexibility on use of trust assets (i.e., trust assets may be accessed any time as long as the assets are used to fund HACSB's pension).
- Accumulated funds and investment earnings partially offset Net Pension Liability reportable in the Financial Statements under GASB 68.

This item was approved by the Board of Governors on September 24, 2019 (Item No. 7), but did not include the required resolution.

PROCUREMENT

There are currently only two independent retirement plan administrators in California authorized to offer Section 115 Trusts, PARS and Public Financial Management Group. Both administrators have received a Private Letter Ruling from the IRS, which assures participants of the tax-exempt status of their investments. Staff evaluated the services offered by each of these administrators as well as their fee structure for administering the trust. PARS is being recommended due to its significantly lower fees to administer the plan and also due to Section 115 Trusts being the core business focus of PARS. It is staff's recommendation that HACSB would be best served by selecting PARS as its plan administrator.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on February 24, 2020

HOUSING AUTHORITY RESOLUTION NO. 2020-79

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO APPROVING THE ESTABLISHMENT OF A SECTION 115 TRUST BY PUBLIC AGENCY RETIREMENT SERVICES FOR THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO UNFUNDED PENSION LIABILITIES

RECITALS

WHEREAS, the Housing Authority of the County of San Bernardino (the “Agency”) is currently participating in the Public Agencies Post-Retirement Health Care Plan Trust for the pre-funding of its retiree health benefits and other post-employment benefits other than pension benefits (“OPEB”); and

WHEREAS, the Agency desires to set aside funds for the purpose of pre-funding its CalPERS pension obligation that will be held in trust for the exclusive purpose of making future contributions of the Agency’s required pension contributions and any employer contributions in excess of such required contributions at the discretion of the Agency; and

WHEREAS, Public Agency Retirement Services (PARS) has made available the Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the Agency’s plans and policies; and

WHEREAS, the Agency is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued thereunder, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS, the Agency can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

WHEREAS, the Agency’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS, the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS, the Agency’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS, the Agency reserves the right to make contributions, if any, to the Program.

OPERATIVE PROVISIONS

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO DOES RESOLVE AS FOLLOWS:

Section 1. The Board of Commissioners finds that all the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

Section 2. The Board of Commissioners hereby approves the establishment of a Section 115 Trust administered by Public Agency Retirement Services for HACSB’s unfunded pension liabilities.

Section 3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of San Bernardino, by the following vote:

AYES: COMMISSIONER:

NOES: COMMISSIONER:

ABSENT: COMMISSIONER:

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, _____, Secretary of the Board of Commissioners of the Housing Authority of the County of San Bernardino, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Commissioners, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of Tuesday, _____, 20__.

Secretary

By _____
Deputy

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

April 14, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

2019-2020 Annual Moving to Work Plan, Amendment 2

RECOMMENDATION(S)

Adopt Resolution No. 83 approving, effective April 3, 2020, the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan for Fiscal Year 2019-2020, Amendment 2, to implement temporary operational flexibilities in response to the current COVID-19 pandemic. (Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB has secured the resources needed for accomplishing its mission.

HACSB is a leading developer and provider of affordable housing in the County of San Bernardino.

HACSB clients live in safe and desirable homes and communities where they can develop and prosper.

FINANCIAL IMPACT

This amendment to the Housing Authority of the County of San Bernardino's (HACSB) Moving to Work (MTW) plan will not have a significant impact on the HACSB budget.

BACKGROUND INFORMATION

On March 14, 2008, HACSB was designated by the United States Department of Housing and Urban Development (HUD) as a MTW agency. The objectives of the MTW program are to increase housing choice for low-income families, encourage households to pursue self-sufficiency, and improve administrative and operational cost effectiveness. To accomplish these objectives, the MTW designation allows Public Housing Agencies (PHA) to develop and implement programs to design and test innovative local housing and self-sufficiency initiatives by waiving certain statutes and HUD regulations. In accordance with the MTW Agreement, each year HACSB is required to prepare and submit an MTW Annual Plan that describes proposed MTW activities for the coming year. On June 11, 2019, the San Bernardino County Housing Commission (Item No. 8) approved our Fiscal Year 2019-2020 Annual MTW Plan (Plan), which then was approved by HUD on October 16, 2019. On March 10, 2020, the HACSB Board of Commissioners approved Amendment 1 to the Plan, which was submitted to HUD on March 16, 2020, and is pending approval. Amendment 3 to the Plan is currently in the public comment period and will be brought before the Board of Commissioners (Board) at the May 2020 meeting.

The proposed 2019-2020 Annual MTW Plan, Amendment 2, modifies certain previously approved MTW activities in order to implement temporary operational flexibilities in response to the current COVID-19 pandemic. The proposed change constitutes a technical amendment which does not require new authorization; therefore no public notice is required. In accordance with recommendations issued by the United States Centers for Disease Control and Prevention

(CDC), the “stay-at-home” Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is taking steps to reduce contact between individuals, including employees and customers, in order to help reduce the spread of the virus. The proposed modifications will permit HACSB to temporarily defer or modify the timeline for certain operations and/or reduce certain supportive services to customers during this time of reduced interpersonal contact. A list of the modifications included within the proposed amendment follows below.

MTW Activity	Proposed Modification	Plan Page(s)
#4 – Biennial and Triennial Recertifications	<ul style="list-style-type: none"> Extend the validity of a family’s most recently completed biennial or triennial recertification by one year; Defer processing of interim recertifications. 	23
#8 – Local Portability Policies	<ul style="list-style-type: none"> Temporarily restrict families from porting in to HACSB’s jurisdiction 	28
#12 – Local Payment Standards	<ul style="list-style-type: none"> Defer the annual review and update to the Local Payment Standards based upon the availability of the third-party consultant to perform the market assessment and provide the report. 	38
#13 – Local Inspection Policies	<ul style="list-style-type: none"> Extend the validity of a family’s most recently completed biennial Housing Quality Standards (HQS) inspection by one year; Defer in-person initial inspections for new leases, allowing self-certification by the family and property owner/manager that the unit meets all HQS requirements. 	40-41
#18 – Property Management Innovation	<ul style="list-style-type: none"> Utilize telephone or virtual conferencing for required meetings with clients, including grievance hearings and settlement conferences. 	43-44
#20 – Term-Limited Lease Assistance (TLA)	<ul style="list-style-type: none"> Utilize telephone or virtual conferencing for annual meetings between Community Development Initiatives case managers and Term Limited Lease Assistance (TLA) families; defer annual meetings to a later date if remote meetings are not possible; Defer the end of term (EOT) date for any TLA family with an EOT scheduled to take place from April 1 to September 30, 2020. 	49-50
#22 – Streamlined Lease Assistance (SLA)	<ul style="list-style-type: none"> Add a new hardship exemption category for families experiencing a loss of income due to the current COVID-19 pandemic. 	53
#23 – No Child Left Unsheltered (NCLU)	<ul style="list-style-type: none"> Supportive services to NCLU families may be reduced or deferred due to limited availability of HACSB staff and partners. 	57
#24 – Transition for Over-Income Public	<ul style="list-style-type: none"> HACSB will delay by six months the termination of assistance for any family whose 	60

Housing/Housing Choice Voucher Families	six-month transition period is scheduled to end between April 1 and September 30, 2020.	
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Due to the urgency of this item, HACSB submitted this amendment for HUD approval on Monday, March 30, 2020, prior to Board approval to allow the HUD MTW team to start reviewing the proposed modifications. The HUD MTW team expedited and approved this amendment on April 3, 2020, knowing the Board would consider this during the April 14th Board meeting, and if approved, a signed resolution would be forwarded to the HUD MTW team.

A complete copy of the 2019-20 Annual MTW Plan, Amendment 2, can be found at <http://www.hacsb.com/news-reports/mtw-plans-reports-factsheets>.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on XX XX, 2020

HOUSING AUTHORITY RESOLUTION NO. 2020-83

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO ADOPTING THE 2019-20 ANNUAL MOVING TO WORK PLAN, AMENDMENT 2

RECITALS

WHEREAS, the Housing Authority of the County of San Bernardino (HACSB) entered into a Moving to Work (MTW) contract with the United States Department of Housing and Urban Development (HUD) effective March 14, 2008, which governs the regulations of the administration of the Housing Choice Voucher and Public Housing programs; and

WHEREAS, as a MTW agency the HACSB is required to and has prepared an Annual MTW Plan which describes its operations and activities as an MTW agency; and

WHEREAS, the HACSB desires to modify certain previously approved MTW activities to implement emergency operations in response to the current coronavirus pandemic; and

WHEREAS, the HACSB has developed its Fiscal Year 2019-20 Annual MTW Plan, Amendment 2, to include the proposed modifications to those MTW activities; and

WHEREAS, HUD approved Amendment 2 on April 3, 2020.

OPERATIVE PROVISIONS

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO DOES RESOLVE AS FOLLOWS:

Section 1. The Board of Commissioners finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

Section 2. The Board of Commissioners hereby approves the proposed Fiscal Year 2019-20 HACSB Annual MTW Plan, Amendment 2, effective April 3, 2020.

Section 3. A complete copy of the 2019-20 Annual MTW Plan, including Amendment 2, can be found at <http://www.hacsb.com/news-reports/mtw-plans-reports-factsheets>.

Section 4. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of San Bernardino, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
)
COUNTY OF SAN BERNARDINO) ss.

I, _____, Secretary of the Board of Commissioners of the Housing Authority of the County of San Bernardino, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Commissioners, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of Tuesday, _____, 20__.

Secretary

2020

Moving to Work

ANNUAL PLAN

Housing Authority of the County of San Bernardino



*Building Communities
Changing Lives*

MTW DESIGNATED AGENCY



BOARD OF SUPERVISORS



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OUR MISSION

HACSB empowers all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

OUR VISION

HACSB is committed to creating a world in which all people have a stable and enriched quality of life.

OUR CORE VALUES

RESPECT | We believe that all people should have a stable and enriched quality of life and should be afforded the opportunity to not only survive, but to thrive in environments that are sensitive to and encourage respect and empathy for individual circumstances.

SAFETY | We believe that all residents deserve a safe and secure living environment that is crime and distraction free and where families can feel good about raising their children.

INTEGRITY | We believe that there is a strong, mutually-reinforcing connection between the integrity of our staff/programs and the success of our clients. Integrity building within our organization is key toward fulfilling our mission statement.

SERVICE | We believe that in order to be successful we must serve the public by being effective stewards of its financial resources and by developing a customer service business model based on benchmarks and measurements.



Housing Authority of the County of San Bernardino **EXECUTIVE MANAGEMENT TEAM**



Maria Razo
Executive Director



Gustav Joslin
Deputy Executive Director



Jennifer Dawson
Director of Human Resources



Ana Gamiz
Director of Policy and Public Relations



Rishad Mitha
Director of Operations

FOR MORE INFORMATION

Should you have any questions or need additional information, please contact Nicole Beydler at: nbeydler@hacsb.com.

HACSB offers language assistance free of charge. For assistance with this document, please contact our office at 909.890.0644.

HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al 909.890.0644.

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Section I: Introduction

For over 70 years, the Housing Authority of the County of San Bernardino (HACSB) has been one of the leading providers of affordable housing in the County of San Bernardino. The County of San Bernardino is the largest county in the contiguous United States consisting of 24 cities and covering over 20,000¹ square miles of land, and with a population of more than 2.17 million individuals¹. The population of San Bernardino County is estimated to have grown by 6%² between 2010 and 2017 and is expected to rise by 28%¹ between 2020 and 2045. HACSB proudly serves more than 30,000 people, most of whom are seniors, disabled individuals and children.

Our agency's success is a result of our business approach to strategic planning and delivery of services. We strive to design our program as a stepping stone, providing housing stability to our families on their path to economic independence. In alliance with an extensive list of community partners, government agencies, employment service providers, and institutions of higher education, we provide family/individual case management and counseling, assist with career training and job placement, and ensure program integrity. These efforts are building blocks to achieve our mission and vision while upholding our core values of respect, safety, integrity and service.

HACSB Mission Statement - *Empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.*

HACSB Vision – *HACSB is committed to creating a world in which all people have a stable and enriched quality of life.*

HACSB Values - *HACSB strives to be a key participant in supporting and improving the community it serves. HACSB seeks to streamline its programs and establish a higher standard of services to the community. Our core values of respect, safety, integrity and service will guide us in accomplishing our Mission and Vision.*

¹ San Bernardino County 2018 Community Indicators Report

² Census Quick Facts 2017

What is in this plan?

This Fiscal Year 2020 Moving to Work Annual Plan complies with the format required by the U.S. Department of Housing and Urban Development (HUD) as outlined in the 2008 Amended and Restated Moving to Work (MTW) Agreement between HUD and HACSB, and also complies with the requirements set forth by HUD in Form 50900. This Plan is separated into the following sections:

- *Section I: Introduction* provides an overview of the layout of the document and HACSB's short term and long term goals.
- *Section II: General Housing Authority Operating Information* provides an overview of the agency's housing portfolio, leasing rates, and wait list information. **No changes are made to this section through this amendment.**
- *Section III: Proposed MTW Activities* contains proposed changes to currently active MTW activities that we plan to pursue in FY 2020. **No changes are made to this section through this amendment.**
- *Section IV: Approved MTW Activities* provides information on previously approved uses of MTW authority. **This section includes technical revisions to previously approved MTW activities in response to the current coronavirus pandemic.**
- *Section V: Sources and Uses of Funds* describes the agency's projected revenues and expenditures for FY 2020, local asset management program and use of MTW Block Grant fungibility. **No changes are made to this section through this amendment.**
- *Section VI: Administrative* provides required administrative information. **No changes are made to this section through this amendment.**

What is "Moving to Work"?

Moving to Work (MTW) is a U.S. Department of Housing and Urban Development (HUD) demonstration program for housing authorities to design and test innovative housing and self-sufficiency initiatives targeted to address local needs. The MTW designation allows participating agencies to waive certain statutes and HUD regulations in order to increase housing choice for low-income families, encourage households to pursue self-sufficiency, and improve administrative and operational cost effectiveness.

As a high-performing, innovative and progressive agency, HACSB received its MTW designation in 2008. In April 2016 the MTW agreement was extended for an additional ten years through 2028. HACSB has completed nine years of participation, and during that time we have developed 26 MTW initiatives. Through the MTW designation HACSB continues to test new methods to improve housing services and to better meet local needs.

A brief timeline of our MTW Plans and Reports follows.

MTW Plan	Approved by HUD
FY 2009 MTW Plan	September 25, 2008
• Amendment 1	• June 29, 2009
FY 2010 MTW Plan	September 30, 2009
• Amendment 1	• November 18, 2009
• Amendment 2	• February 22, 2010
• Amendment 3	• September 15, 2010
FY 2011 MTW Plan	October 18, 2010
FY 2012 MTW Plan	October 5, 2011
• Amendment 1	• November 4, 2011
FY 2013 MTW Plan	September 27, 2012
FY 2014 MTW Plan	May 14, 2014
FY 2015 MTW Plan	February 13, 2015
• Amendment 1A	• May 11, 2015
• Amendment 1B	• N/A. Proposed changes moved to 2017 MTW Plan.
• Amendment 2	• N/A. Proposed changes moved to 2017 MTW Plan.
FY 2016 MTW Plan	November 4, 2015
FY 2017 MTW Plan	February 2, 2017
• Amendment 1	• April 3, 2017
• Amendment 2	• September 27, 2017
FY 2018 MTW Plan	October 25, 2017
FY 2019 MTW Plan	October 1, 2018
• Amendment 1	• May 7, 2019
• Amendment 2	• September 18, 2019
FY 2020 MTW Plan	October 16, 2019
• Amendment 1	• Pending HUD approval. Submitted March 16, 2020.
• Amendment 2	• This amendment.
• Amendment 3	• Not yet submitted for approval.

MTW Report	Accepted by HUD
FY 2009 MTW Report	April 22, 2010
FY 2010 MTW Report	March 21, 2011
FY 2011 MTW Report	March 20, 2012
FY 2012 MTW Report	July 19, 2013
FY 2013 MTW Report	December 31, 2013
FY 2014 MTW Report	December 31, 2014
FY 2015 MTW Report	December 22, 2015
FY 2016 MTW Report	August 16, 2018
FY 2017 MTW Report	October 4, 2018
FY 2018 MTW Report	October 10, 2019
FY 2019 MTW Report	February 28, 2020

Overview of Agency's Goals and Objectives

Long-Term Goals

Prior to our MTW designation in 2008, HACSB completed a 30-year strategic planning process to develop the agency's long-term goals. These goals serve to guide us toward achieving our mission and vision. Our short-term milestones and annual accomplishments mark our progress toward realizing the 30-year strategic goals.

Our strategic 30 years goals are:

HACSB 30-Year Strategic Goals	
Strategic Goal 1:	No eligible family waits longer than 10 days for housing
Strategic Goal 2:	Clients have achieved their own personal level of stability and economic independence
Strategic Goal 3:	For those whom a transition is appropriate, the maximum stay in assisted living is 5 years
Strategic Goal 4:	HACSB leaders and supporters are innovative policy makers and influencers of legislation
Strategic Goal 5:	HACSB has secured the resources needed for accomplishing its mission
Strategic Goal 6:	HACSB is a leading developer and provider of affordable housing in the County of San Bernardino
Strategic Goal 7:	HACSB is adequately staffed with well trained and fully developed employees
Strategic Goal 8:	HACSB communication is open, honest and consistent
Strategic Goal 9:	HACSB employees have a high level of morale
Strategic Goal 10:	HACSB clients, programs and properties are embraced by all communities
Strategic Goal 11:	HACSB clients live in safe and desirable homes and communities where they can develop and prosper

The flexibilities provided through our MTW designation assist in our efforts to achieve our long term goals, and our long-term vision aligns with the statutory objectives of the MTW program. HACSB currently has 26 approved MTW activities. Twelve activities address the objective of operational efficiency, nine assist families with their economic independence efforts, and five help expand housing opportunities. As good stewards of taxpayers' dollars, we ensure optimal use of funds to provide the best quality services to our families. We continually seek to implement innovative solutions that streamline processes, increase efficiency, and help families achieve economic independence. Proactive planning has helped us face the consecutive budget reductions while increasing the number of families served and services provided.

Short-Term Goals

Our long-term goals align with the MTW statutory objectives and our vision of creating a world in which all people have a stable and enriched quality of life. We achieve MTW objectives by aligning our agency's short-term strategic goals with our MTW goals/objectives-

- **Goal 1 - Operational efficiency through innovation** – Maximizing HACSB's economic viability and sustainability through the following strategies:
 - Ensure excellent and efficient stewardship of resources and programs
 - Maintain a workplace environment that attracts and retains capable employees who feel they are making a difference
 - Have an increasingly diverse number of funding sources to provide the programs and services described in the strategic plan
 - Develop a communication program that effectively disseminates information inside and outside the Agency
 - Provide world class customer service

In addition to implementing non-MTW activities to address this goal, we have implemented twelve MTW activities that address this goal (listed in the following table with a statutory objective of "cost effectiveness").

- **Goal 2 – Develop economically independent clients** – Facilitating opportunities for families and individuals to become self-sufficient and financially independent to transition from dependency on housing subsidy through the following strategies:
 - Develop and maintain policies programs, and services that foster accountability, responsibility and economic independence
 - Transform client mindset from entitlement to empowerment
 - Partner with external organizations to support clients in acquiring life skills, education and training
 - Assist families in strengthening personal accountability and in transitioning to Home Ownership/Market rentals

In addition to implementing non-MTW activities to address this goal, we have implemented nine MTW activities that address this goal (listed under the self-sufficiency statutory objective in the following table).

- **Goal 3 – Ensure freedom of housing choice** – Providing quality affordable housing opportunities in mixed-income communities with access to excellent quality of life through the following strategies:
 - Improve and expand HACSB's real estate assets
 - Partner with external organizations to leverage funding and development opportunities
 - Develop innovative programs to expand housing opportunities for under-served populations such as homeless veterans and homeless families with children

In addition to implementing the above non-MTW activities to address this goal, we have developed or implemented four MTW activities that address this goal (listed under the housing choice statutory objective on the following table).

The following table shows a list of activities that were included in our MTW Annual Plans.

ACTIVITY	DESCRIPTION	STATUTORY OBJECTIVE	PLAN YEAR	STATUS
Activity 1	Single Fund Budget	Cost Effectiveness	FY 2009	Implemented
Activity 2	Strategic Investment Policies	Cost Effectiveness	FY 2009	Closed Out
Activity 3	Alternate Assessment Program	Cost Effectiveness	FY 2009	On Hold
Activity 4	Biennial and Triennial Recertifications	Cost Effectiveness	FY 2009	Implemented
Activity 5	Simplified Income Determination	Cost Effectiveness	FY 2009	Implemented
Activity 6	Elimination of Assets	Cost Effectiveness	FY 2009	Closed Out
Activity 7	Controlled Program Moves	Cost Effectiveness	FY 2009	Closed Out
Activity 8	Local Policies for Portability	Economic Self-Sufficiency	FY 2009	Implemented
Activity 9	Elimination of Earned Income Disallowance	Economic Self-Sufficiency	FY 2009	Closed Out
Activity 10	Minimum Rent	Economic Self-Sufficiency	FY 2009	Implemented
Activity 11	Local Project-Based Voucher Program	Expanding Housing Opportunities	FY 2009	Implemented
Activity 12	Local Payment Standards	Expanding Housing Opportunities	FY 2009	Implemented
Activity 13	Local Inspection Standards	Cost Effectiveness	FY 2010	Implemented
Activity 14	Local Asset Management Program	Cost Effectiveness	FY 2010	Implemented
Activity 15	Pilot Work Requirement	Economic Self-Sufficiency	FY 2010	Closed Out
Activity 16	Operating Subsidy for Vista del Sol	Expanding Housing Opportunities	FY 2010	Closed Out
Activity 17	Local Income Inclusion	Economic Self-Sufficiency	FY 2011	Closed Out
Activity 18	Property Management Innovation	Cost Effectiveness	FY 2011	Implemented
Activity 19	Local FSS program	Economic Self-Sufficiency	FY 2011	Implemented
Activity 20	Term-Limited Lease Assistance Program	Economic Self-Sufficiency	FY 2011	Implemented
Activity 21	Utility Allowance Reform	Cost Effectiveness	FY 2012	Closed Out
Activity 22	Streamlined Lease Assistance Program	Cost Effectiveness	FY 2013	Implemented

Activity 23	No Child Left Unsheltered	Economic Self-Sufficiency	FY 2014	Implemented
Activity 24	Transition for Over-Income Families	Economic Self-Sufficiency	FY 2014	Implemented
Activity 25	Project-Based Voucher Flexibility for Horizons at Yucaipa Senior Housing	Expanding Housing Opportunities	FY 2016	Implemented
Activity 26	Local Disaster Short-Term Rental Assistance	Expanding Housing Opportunities	FY 2019 Amendment 1	Implemented
Activity 27	Local Rent and HACSB Subsidy Calculation for Project-Based Vouchers	Expanding Housing Opportunities	FY 2019 Amendment 2	Implemented

Accomplishments

HACSB has made progress toward our long-term strategic goals in the following ways:

- **Goal 1 - Operational efficiency through innovation** – Maximizing HACSB’s economic viability and sustainability:
 - In FY 2017 the HACSB team finalized a contract with a client database software for upgrade in FY 2018.
 - Implemented a new on-line training system for employees.
 - Created and enhanced a comprehensive asset performance and quality control program for all HACSB properties.
- **Goal 2 – Develop economically independent clients** – Facilitating opportunities for families and individuals to become self-sufficient and financially independent to transition from dependency on housing subsidy:
 - Enhanced economic opportunities for youth and young adults by implementing a Youth Employment Program which provides program participants between the ages of 16-24 with 6 months of subsidized employment. Twenty-five youth and young adults committed to the program, during the fiscal year, to gain employment experience, improve work skills, and become self-sufficient. Launched a new Employment, Training, and Resource page on the agency’s website where participant families can conveniently gain access to local opportunities that meet the specific needs of their households. Expanded scholarship application submission period from once a year to quarterly to accommodate lifetime learners who often have non-traditional terms. Participated in several collaborative employment resource and opportunity events for participants to connect with local employers and resource organizations.

- **Goal 3 – Ensure freedom of housing choice** – *Providing quality affordable housing opportunities in mixed-income communities with access to excellent quality of life:*
 - Phase I of on-site construction at the Waterman Gardens Public Housing site was completed, (62-units), and a groundbreaking was held on September 28, 2017.
 - Phase I of construction for Horizons at Yucaipa Senior Housing Community was completed and a grand opening was held on June 6, 2017. All 50 units are Project-Based Voucher units.
 - Acquired Golden Apartments, 21 units expected to be converted to 38 units post-rehabilitation work. Purpose is to provide permanent supportive housing for chronically homeless.
 - Acquired Queens Motel, 61 units expected to be converted to 31 units post rehabilitation work. Purpose is to provide permanent supportive housing for chronically homeless.
 - Completed Phase 1 of RAD conversion (552 units) – this conversion has allowed us to address deferred capital improvements.
 - Our full* Public Housing portfolio was approved for the Rental Assistance Demonstration Program, and conversion began in 2016. The program will convert the Public Housing subsidies into a long-term, Project-Based Section 8 rental assistance subsidy, which will provide stable and predictable revenues allowing HACSB to apply for Low-Income Housing Tax Credits and other sources of financing to fund Public Housing renovations. *With the exception of the 98 Public Housing units acquired through the Upland Housing Authority voluntary process. These units are on the current RAD waiting list.
 - Continued to support expansion of affordable housing through partnerships with developers. HACSB is currently involved with projects in Colton, Loma Linda, Redlands, San Bernardino, Victorville, and Yucaipa.

The HACSB affiliate non-profit, KEYS, has been restructured to focus on supporting rapid rehousing and stabilization services for special populations with a current focus on homeless families with children and homeless veterans and their families. Through its various programs, in 2017, KEYS housed 558 homeless families. Serving the needs of our residents and helping them on their path to economic independence is a priority at HACSB. The administrative efficiencies achieved through our activities helped create the Career Development Initiatives (CDI) Department that works closely with our families to further our strategic goal of transforming clients’ mindsets from entitlement to empowerment. We have also repositioned assets and implemented innovative activities to create quality housing choices for our families.

We are confident that through our long term strategic planning and collaboration with community partners, we will reach our mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout the County of San Bernardino.

Section II: General Operating Information

This section provides an overview of the Housing Authority of the County of San Bernardino's (HACSB) housing portfolio, leasing, and waiting list information.

Agency Overview

HACSB provides affordable housing assistance to more than 10,000 families throughout the County of San Bernardino through the Public Housing program, the Housing Choice Voucher Programs, and special programs such as Shelter Plus Care, Veterans Administration Supportive Housing (VASH) vouchers, Mainstream, and also through our authority-owned portfolio. We provide families a stepping stone through difficult economic times and, in conjunction with community partners, assist them on their path to economic independence.

In September 2016, the Housing Authority of the City of Upland (UHA) and HACSB submitted an application to the U.S. Department of Housing and Urban Development (HUD) for the voluntary transfer of UHA's Housing Choice Voucher (AKA "Section 8") and Public Housing programs to HACSB effective July 1, 2017. The application was approved by HUD for the Housing Choice Voucher program on June 16, 2017, and for the Public Housing program on June 29, 2017. The process resulted in the transfer of 98 Public Housing units and 624 Housing Choice Vouchers from UHA to HACSB on July 1, 2017. Thereafter, HACSB assumed responsibility for both programs and began providing all services to the families served through those programs. Information about the transferred units and families and how HACSB's moving to Work initiatives apply to those units and families is included in this Plan. No changes are made relative to those units and families are made through this 2020 Annual MTW Plan.

A. Housing Stock Information

The majority of HACSB's funding from HUD comes in the form of a block grant that combines the Public Housing operating fund, Public Housing capital fund, and MTW Housing Choice Voucher funding into one funding source for HACSB. These funds are used to support the units described in the following tables.

i. Planned New Public Housing Units

HACSB does not anticipate adding new Public Housing units in fiscal year 2019-2020.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE					TOTAL UNITS	POPULATION TYPE	# OF UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) UNITS	
	0/1	2	3	4	5			FULLY ACCESSIBLE	ADAPTABLE
N/A	-	-	-	-	-	0	N/A	0	0
TOTAL PUBLIC HOUSING UNITS TO BE ADDED IN THE PLAN YEAR						0		0	0

ii. Planned Public Housing Units to be Removed

HACSB has received approval under HUD’s Rental Assistance Demonstration (RAD) program to convert our entire Public Housing portfolio. As of FY 2020, all units have been or will be converted to Project Based Vouchers, commonly referred to as “Section 8” units.

AMP NAME AND NUMBER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
Los Olivos	98	Streamlined Voluntary Conversion (SVC) is expected to take place April 30, 2020.
	98	TOTAL PUBLIC HOUSING UNITS TO BE REMOVED IN THE PLAN YEAR

iii. Planned New Project-Based Vouchers

In FY 2020, HACSB does not anticipate awarding new project-based vouchers.

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
N/A	0	N/A	N/A
	0	PLANNED TOTAL VOUCHERS TO BE NEWLY PROJECT-BASED	

iv. Planned Existing Project-Based Vouchers

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR	RAD?	DESCRIPTION OF PROJECT
Redlands – Lugonia (Phase II)	104	Committed	No	Family Community, New Development
Waterman Gardens	116	Committed	Yes	Family Community, Existing Development
Waterman Phase 1 - (Val9)	75	Leased/Issued	Yes	Family Community, New Development
Waterman Gardens – Olive Meadow	61	Leased/Issued	Yes	Family Community, New Development
Scattered Sites (AMP 2)	97	Committed	Yes	RAD Conversion, Existing Public Housing Community
Maplewood Homes	296	Committed	Yes	RAD Conversion, Existing Public Housing Community
Scattered Sites (AMP 3)	34	Committed	Yes	RAD Conversion, Existing Public Housing Community
Redlands/Highland (AMP 5)	87	Committed	Yes	RAD Conversion, Existing Public Housing Community
Colton/Chino (AMP 6)	174	Committed	Yes	RAD Conversion, Existing Public Housing Community
Barstow (AMP 7)	217	Committed	Yes	RAD Conversion, Existing Public Housing Community
Los Olivos, Upland	98	Committed	Yes	RAD Conversion, Existing Public Housing Community
Yucaipa Terrace	51	Leased/Issued	No	Senior Community, Existing Development
Arrowhead Woods	51	Leased/Issued	No	Senior Community, Existing Development
Robert O Townsend	48	Leased/Issued	No	Senior Community, Existing Development
Grandview Towers	40	Leased/Issued	No	Senior Community, Existing Development
Desert Village	46	Leased/Issued	No	Senior Community, Existing Development
Redwood Terrace	68	Leased/Issued	No	Senior Community, Existing Development
Yucaipa Crest	45	Leased/Issued	No	Senior Community, Existing Development

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR	RAD?	DESCRIPTION OF PROJECT
Sunrise Vista	108	Leased/Issued	No	Family Community, Existing Development
Sunset Pointe	117	Leased/Issued	No	Family Community, Existing Development
Mentone Clusters	34	Leased/Issued	No	Family Community, Existing Development
Andalusia	17	Leased/Issued	No	Family Community, Existing Development
Valencia Grove, Redlands (Phase I)	85	Leased/Issued	No	Family Community, New Development
Arrowhead Commons	42	Leased/Issued	No	Family Community, Existing Development
NCLU- Scattered Sites	26	Leased/Issued	No	Project-Based Voucher Program
Vista del Sol	53	Leased/Issued	No	Senior Community, Existing Development
Scattered Site Units	229	Leased/Issued	No	Family Community, Existing Development (HPI)
Scattered Site Units	79	Leased/Issued	No	Family Community, Existing Development (HPI)
Meadowbrook	47	Leased/Issued	No	Senior Community, Existing Development
NCLU- Scattered Sites	10	Leased/Issued	No	Project-Based Voucher Program
NCLU- Scattered Sites	4	Leased/Issued	No	Project-Based Voucher Program
Horizons at Yucaipa	50	Leased/Issued	No	Senior Community, New Development
Ivy at College Park, Chino	8	Leased/Issued	No	Family Community, New Development
Bloomington (Related Phase I)	11	Leased/Issued	No	Family & Senior Community, New Development
Bloomington (Related Phase II)	20	Leased/Issued	No	Family Community, New Development
Rosina Fountains (AKA Fontana Family Development Project), Fontana	8	Leased/Issued	No	Family Community, New Development

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR	RAD?	DESCRIPTION OF PROJECT
Veterans Housing, Loma Linda	37	Leased/Issued	No	Veterans' Housing, New Development
Golden Apartments, Victorville	38	Leased/Issued	No	Permanent Supportive Housing for Chronically Homeless
Desert Haven (Queens Motel), San Bernardino	31	Leased/Issued	No	Permanent Supportive Housing for Chronically Homeless
Veterans' Housing, Various Sites	12	Leased/Issued	No	Veterans' Housing, Scattered Sites
2,774		PLANNED TOTAL EXISTING PROJECT-BASED VOUCHERS		

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

PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED DURING THE PLAN YEAR

HACSB does not anticipate any other changes to the Housing Stock during the Fiscal Year.

vi. General Description of All Planned Capital Fund Expenditures during the Plan Year

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL FUND EXPENDITURES DURING THE PLAN YEAR

We are nearing the conclusion of our portfolio RAD conversion strategy (and subsequent physical rehabilitation) for the entirety of our Affordable (public) Housing portfolio. We received approval from HUD in December 2014 to convert our entire Public Housing portfolio under the RAD program, wherein existing Public Housing subsidies are converted to rental assistance (vouchers). The initial phase of the RAD portfolio conversion included rehabilitation work at the following sites:

- 97 scattered site units in AMP 120
- 330 units in AMP 130 (Maplewood Homes)
- 75 units in AMP 150 (Brockton site 19-05)
- 50 units in AMP 160 (Monte Vista site 19-06)

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL FUND EXPENDITURES DURING THE PLAN YEAR

Capital fund was utilized to complete work identified under the RAD Physical Needs Assessments, and was 100% complete as of early 2018.

The second phase of the RAD portfolio transaction included conversion of the following sites:

- 12 scattered site units in AMP 150 (E. 9th Street)
- 125 units in AMP 160 (Colton sites 19-04 & 19-10)
- 217 units in AMP 170 (Barstow sites 19-07, 19-12, 19-13 and Deseret)

The RAD Conversion transaction for the second phase of public housing units closed in September, 2018, whereupon rehab work identified under the RAD Physical Needs Assessments commenced with a targeted completion by the end of 2019. Additionally, staff has re-analyzed the physical renovations planned for Barstow public housing and is discussing changes to the project with the HUD RAD team to achieve a higher level of physical rehabilitation to ensure long-term viability of the site(s). We expect to have that revised development/financing plan in place before the end of 2019.

Construction of the initial on-site phase (62 units) of the Waterman Gardens revitalization project (the second RAD conversion project) broke ground in May, 2016 and was completed and occupied as of September, 2017. The new community, now called Arrowhead Grove, will eventually include over 400 mixed-income housing units as well as commercial/community facilities intended to provide employment and training opportunities supporting HACSB's MTW initiatives. Housing affordability remains the primary focus for the development as well as revitalization of the broader neighborhood, as evidenced by the initial RAD application which supported the development of the 75-unit Valencia Vista (aka Val9) Apartments on an adjacent site (completed and occupied in 2016). HACSB and its developer partner have planned a mix of RAD and project-based voucher units with substantial funding secured through Low Income Housing Tax Credits. The existing 252 ACC units are being replaced on a one-for-one basis (transitioned to RAD project-based vouchers) over the course of the multiple-phase redevelopment. The second on-site phase (184 units) received allocations of low income housing tax credits and tax exempt bonds along with a \$20 million dollar infusion of state of California Affordable Housing and Sustainable Communities (AHSC) program funds by the end of 2018. This funding enables construction to start by mid-2019 on the final phase of the RAD conversion project at Waterman Gardens.

In early 2019 we also continued pre-development work (commenced preparation of construction documents), for the second phase of construction at the Redlands-Lugonia site (AMP 150, sites 01, 8, & 9).

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL FUND EXPENDITURES DURING THE PLAN YEAR

FY 2020:

The Capital Fund Program 5-Year Plan and Budget is included as part of Appendix C. Capital Fund available for physical improvements at Public Housing sites has been substantially reduced due to the conversion of subsidy for the entirety of HACSB's original public housing portfolio to vouchers under the RAD program. The majority of HACSB's original Public Housing units converted under RAD at the end of September, 2018. The last site remaining for conversion after that was the Los Olivos site which was acquired by HACSB through the transfer of the Upland Housing Authority's public housing and voucher programs. This site is anticipated to close under RAD in August, 2019. Utilizing Capital Fund, in 2020 HACSB will complete capital improvements identified under the RAD physical needs assessments to ensure that the RAD converted units will continue to meet the needs of residents of Upland over the long term. Such work will include interior kitchen and bathroom renovations, Section 504 unit accessibility, exterior xeriscaping, and miscellaneous dwelling interior and exterior improvements. HACSB will also continue to implement additional energy improvements agency-wide to augment work completed previously under an Energy Performance contract.

HACSB's major Public Housing redevelopment efforts will continue in Redlands (AMP 150, sites 19-01, 8 & 9) where the second phase of new construction will commence to add 104 units of affordable family rental housing to the site to compliment the 85 units completed in 2016. We are utilizing accumulated (first 5-year increment) Replacement Housing Factor (RHF) funds in excess of \$3 million to begin construction. Likewise, the third and final RAD conversion phase at the Waterman Gardens site in San Bernardino (AMP 120, site 19-02) commenced construction in the summer of 2019, adding approximately 182 affordable family rental units plus 2 manager's units to complete the one-for-one replacement of Public Housing units formerly located there while also adding market rate units to create a mixed-income community. We are utilizing Demolition/Disposition Transition Fund (DDTF) leveraged with state and local funding and Low Income Housing Tax Credits (LIHTC) to support this effort, which is expected to be completed by mid-2021.

HACSB will strive to implement new resident employment programs under Section 3 to support the variety of Moving-To-Work initiatives described in this plan. Where possible, Capital Funds will be utilized (and leveraged with outside funding) for employment training anchored within the large Public Housing revitalization projects already underway (Redlands-Lugonia and Waterman Gardens). These programs will prioritize training centered around sustainable development and green building practices, property management and maintenance of the newly constructed rental housing, as well as pre-apprenticeship construction training. These efforts are intended to also extend into the neighborhoods surrounding the existing site to promote community-wide revitalization.

B. Leasing Information

i. Planned Number of Households Served

In FY 2019, HACSB anticipates continued strong rates of leasing for both Public Housing and vouchers. The remaining Public Housing units will be converted to project-based voucher units through HACSB’s RAD conversion process, and this change is reflected in the number of Public Housing units anticipated to be leased during the fiscal year.

The following table presents projected voucher utilization and Public Housing occupancy for FY 2020.

The MTW Public Housing units anticipated to be leased include 98 units at the Los Olivos development which are expected to be converted out of Public Housing through Streamlined Voluntary Conversion (SVC) at the end of April 2020 and comprise 686 unit months, as well as one single-family home in AMP 180 which comprises 12 unit months. A total of 99 families are expected to be served through Public Housing during FY 2020; however, in accordance with instructions for HUD Form 50900, the number of families anticipated to be served reported in this Plan is calculated as the total unit months for the year (698) divided by twelve months. This Plan indicates that 58 families are anticipated to be served through Public Housing during the year.

HACSB does not have any local non-traditional MTW funded programs.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED
MTW Public Housing Units Leased	693	99
MTW Housing Choice Vouchers (HCV) Leased	113,840	9,487
Local, Non-Traditional: Tenant-Based	0	0
Local, Non-Traditional: Property-Based	0	0
Local, Non-Traditional: Homeownership	0	0
Planned Total Households Served	113,840	9,487

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED
Tenant-Based	N/A	N/A	N/A
Property-Based	N/A	N/A	N/A
Homeownership	N/A	N/A	N/A

ii. Description of any Anticipated Issues/Possible Solutions Related to Leasing

HOUSING PROGRAM	DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS
MTW Public Housing	None.
MTW Housing Choice Voucher	Voucher holders are experiencing difficulty locating units due to current rental market conditions. Search times of 120 days are not uncommon. HACSB is providing families with the maximum possible search times and beginning the wait list selection process earlier than is typical in anticipation of the longer search times.
Local, Non-Traditional	None.

C. Waiting List Information

i. Waiting List Information Anticipated

HACSB’s wait list strategies vary to match the needs of different communities and housing programs. Applicants may be, and often are, on multiple wait lists at the same time. This duplication is described in the following tables.

HACSB anticipates that community need for affordable housing will remain high in FY 2020. The following table shows the projected number of households on wait lists for Public Housing units and vouchers as of the beginning of FY 2020. HACSB does not currently envision organizational or policy changes to wait lists.

As part of the voluntary transfer of the Public Housing and Housing Choice Voucher programs from the Upland Housing Authority (UHA) to HACSB effective July 1, 2017, the applicants that were on the UHA wait lists have been transferred to HACSB’s wait lists. The wait list totals shown in the following tables include these applicants.

Housing Choice Vouchers

HACSB maintains a single tenant-based voucher wait list. The list was most recently opened for 19 days in February 2019; 21,862 applications were received. The opening was conducted through our online wait list portal, and a call center was available to assist customers with their questions and to respond to requests for reasonable accommodations. We do not anticipate re-opening the tenant-based voucher wait list in FY 2020.

Separate site-specific wait lists are maintained for each project-based voucher property.

Public Housing and Rental Assistance Demonstration Units

Site-specific waiting lists are offered by bedroom size for all of HACSB’s Public Housing/RAD communities. All wait lists under this program are maintained centrally to maximize efficiencies and housing choice.

HACSB’s application for conversion of its entire Public Housing portfolio under the Rental Assistance Demonstration (RAD) program was approved in December 2014, and the process of converting all sites is ongoing. As a result, HACSB has moved all applications currently on the wait lists for the converted Public Housing sites to new site-based RAD PBV wait lists. The remaining applications will be moved to similar lists upon conversion of the remaining sites. The applications will retain their original date and time of application and will be subject to the preferences that apply to the PBV wait list. Applicants will be notified of the change and will be offered the opportunity to opt out of placement on the HACSB PBV wait lists.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN, OR CLOSED	PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR?
Public Housing	Centrally managed, site-specific, by bedroom size	1,829	Partially open	Yes, by bedroom size as needed
Rental Assistance Demonstration Sites - PBV	Centrally managed, site-specific, by bedroom size	19,593	Partially open	Yes, by bedroom size as needed
Housing Choice Voucher – Project-Based	Centrally managed, site/region-specific, by bedroom size	31,783	Partially open	Yes, by bedroom size as needed
Housing Choice Voucher – Tenant-Based	Community-wide	23,023	Closed	No

DESCRIPTION OF DUPLICATION OF APPLICANTS ACROSS WAITING LISTS

26.4% of applications are duplicates, representing families who have applied to two or more waiting lists. There are 36,780 unduplicated families on HACSB’s waiting lists.

ii. Planned Changes to Waiting Lists in the Plan Year

WAITING LIST NAME	DESCRIPTION OF PLANNED CHANGES TO WAITING LIST
Rental Assistance Demonstration Sites – PBV	Will be reviewed and purged in FY 2020
Housing Choice Voucher – Project-Based	Will be reviewed and purged in FY 2020

Section III: Proposed MTW Activities

This section provides information about proposed new uses of MTW authority, including newly proposed activities and previously approved activities for which HACSB is proposing significant changes. HUD approval is requested for the activities in this section.

HACSB is not proposing any new MTW activities or substantial modifications to previously approved MTW activities through this Plan amendment.

IV: Approved MTW Activities

This section provides HUD-required information detailing previously approved uses of MTW authority for implemented (active), not yet implemented, on-hold, and closed-out activities. An overview of each active MTW activity is included with an update on any changes anticipated for FY 2020.

A. Implemented Activities

Activity 1: Single Fund Budget

The flexibility granted under this activity is included in the statutory authorizations granted to MTW agencies. In accordance with HUD guidance, information related to this activity is included in Section V: Administrative.

Activity 4: Biennial and Triennial Recertifications

i. Plan Year Approved, Implemented, Amended

- FY 2009: Initial Approval as a pilot program for elderly and disabled households in the Public Housing and Housing Choice Voucher programs with no other adult members and no earned income.
- FY 2012: Amended to expand the scope of the activity to apply to all families in both programs was approved. The expanded initiative was implemented in 2012 with approximately half the households assigned to a biennial schedule. The remaining households were assigned to the biennial schedule in 2013.
- FY 2014: The first complete cycle of biennial certifications was completed in 2014.
- FY 2019: Amended to add triennial recertifications for elderly-only fixed-income families. Authorization to apply this activity to participants of the Veterans Affairs Supportive Housing (VASH) program was received from HUD in September 2019. That approval, though not granted through the HUD MTW Office, was included in our FY 2019 Annual MTW Plan for informational purposes.

ii. Description/Update

This activity addresses the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures.

Current regulations require annual income recertifications for most participants of the Public Housing and Housing Choice Voucher programs. This MTW activity allows HACSB to conduct recertifications of MTW and VASH households biennially or triennially. Elderly-only fixed-income families are recertified triennially; all other families are recertified biennially.

HACSB continues to perform income recertifications for all MTW households biennially. Triennial recertifications for elderly-only fixed-income families will begin in late FY 2019, with triennial recertifications for VASH families beginning in FY 2020.

Triennial Recertification Process

- HACSB will perform a full recertification to examine family income and composition of elderly-only fixed-income families once every three years. No PHA-initiated updates will take place during the years between full recertifications.
 - An elderly-only fixed-income family is defined as having no members under the age of 57 AND having at least 90 percent of its income from fixed sources.
- This activity modifies the recertification schedule only. Elderly-only fixed-income families will continue to be subject to the interim reporting requirements, calculation of income and rent, and other components of their assigned program type (Term-Limited Lease Assistance, Streamlined Lease Assistance, etc.)

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In compliance with the recommendations of the Center for Disease Control (CDC), the “stay-at-home” Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is taking steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HACSB foresees that some operations may need to be modified and/or deferred to a later time. The proposed emergency operations modification to this activity is:

- HACSB will extend the validity of a family’s most recently completed biennial or triennial recertification by one year. The due date of the family’s next biennial or triennial recertification will be one year from the original due date, and future recertifications will follow the biennial/triennial schedule (taking place two/three years from the date of the extended recertification).

This temporary changes will be ended as soon as it is safe, feasible, and practical to do so. Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings
- CE #5: Increase in Tenant Rent Share
- SS #1: Increase in Household Income
- SS #3: Increase in Positive Outcomes in Employment Status
- SS# 4: Households Removed from Temporary Assistance for Needy Families (TANF)
- SS #8: Households Transitioned to Self-Sufficiency

Standard metrics CE #5, SS #1, SS #3, SS #4, and SS #8 were added in HACSB’s 2015 Annual Plan per HUD’s request. The objective of the activity is to achieve agency cost and staff time savings. As a result, HACSB does not anticipate that these metrics will reflect an increase in tenant rent share, household income, positive outcomes in employment status, households removed from TANF, or households transitioned to self-sufficiency as a direct result of this activity.

v. Planned Significant Changes

None.

Activity 5: Simplified Income Determination

i. Plan Year Approved, Implemented, Amended

- FY 2009: Initial approval as “Local Verification Policies”. Implemented on October 1, 2009.
- FY 2019: Amended to retitle this activity and merge the functions of the following activities:
 - Activity 5 – Local Verification Policies (this activity)
 - Activity 6 – Elimination of Assets (originally approved in our FY 2009 Annual MTW Plan and implemented on October 1, 2009). This component was closed out as a separate activity in FY 2019.
 - Activity 9 – Elimination of Earned Income Disallowance (originally approved in our FY 2009 Initial Annual MTW Plan and effective on October 1, 2009, for participants in the Housing Choice Voucher and Public Housing programs). This component was closed out as a separate activity in FY 2019.
 - Activity 17 – Local Income Inclusions (originally approved in our FY 2011 Annual MTW Plan and implemented on May 1, 2011. The activity was modified through HACSB’s FY 2015 Annual MTW Plan). This component was closed out as a separate activity in FY 2019.
- Authorization to apply this activity to participants of the Veterans Affairs Supportive Housing (VASH) program was received from HUD in September 2019. That approval, though not granted through the HUD MTW Office, was included in our FY 2019 Annual MTW Plan for informational purposes. All aspects of this activity except the elimination of the Earned Income Disallowance apply to VASH households.

ii. Description/Update

This activity addresses the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures.

This activity includes four components: local verification policies, elimination of assets, elimination of the Earned Income Disallowance, and local policies for income inclusions and exclusions. The activity applies to MTW and VASH households; however, the elimination of the Earned Income Disallowance does not apply to VASH households.

Verification Policies

The verification standard used by HACSB was modified in FY 2011 to establish the following local verification hierarchy:

1. Upfront Income Verification (UIV) using HUD’s Enterprise Income Verification (EIV) is the highest standard of verification.
2. Documents provided by the household and observed to be satisfactory to verify income are the second tier of verification.
3. Third-party written verification is requested as the third tier of verification if additional verification is necessary.
4. Third-party oral verification is permitted as the lowest ranking type of income verification.

Applicant verifications may not be more than 120 days old (from the date received) at the time of orientation. For participants, verifications remain valid for six months (180 days) from the date received.

Elimination of Assets

Assets are fully excluded from the calculation of annual income for the purpose of determining the tenant rent portion. Asset information is verified at initial eligibility for the purpose of determining income eligibility for assistance. Thereafter, information related to assets is not collected and income from assets is not considered as part of the income/rent calculation formula.

Elimination of Earned Income Disallowance

HACSB has eliminated the HUD Mandatory Earned Income Disallowance (EID) from the calculation of total tenant payment. This component does not apply to VASH program participants.

Local Income Inclusions and Exclusions

HACSB has established local policies to include or exclude certain income sources that are currently excluded or included under regulation. The modifications to the rent calculation are:

- Foster care income is fully included;
- Sanctioned Temporary Assistance to Needy Families (TANF) income, whether due to non-compliance with self-sufficiency requirements, fraud or any other sanction reasons authorized by CALWORKS, except term limits, is fully included;
- Adoption assistance payment income is fully included (effective at each family's first biennial recertification effective on or after October 1, 2015);
- The earned income of full-time students other than the Head of Household, spouse, and co-head of household is fully excluded (effective at each family's first biennial recertification effective on or after October 1, 2015).

This activity has simplified the process for our families and the housing staff, reducing staff time spent on verifications, calculation of assets, processing the Earned Income Disallowance, and related agency costs.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings

- CE #3: Decrease in Error Rate of Task Execution
- CE #5: Increase in Tenant Rent Share

v. Planned Significant Changes

None.

Activity 8: Local Policies for Portability

i. Plan Year Approved, Implemented, Amended

- FY 2009: Initial Approval. The initial implementation of this activity began on October 1, 2009
- FY 2010: Amended to add a work requirement for portability. The work requirement was implemented on August 1, 2010.

ii. Description/Update

This activity addresses the MTW statutory objective to reduce costs and achieve greater cost effectiveness in federal expenditures.

Through this activity, HACSB applies the requirements of its ongoing MTW activities to inbound portability participants.

This activity has resulted in significant staff time savings. In FY 2015, staff hours spent on inbound portability participants were reduced by 68% from the baseline year. All benchmarks for this activity have been fully or partially met since FY 2010.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In compliance with the recommendations of the Center for Disease Control (CDC), the “stay-at-home” Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is taking steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HACSB foresees that some operations may need to be modified and/or deferred to a later time. The proposed emergency operations modification to this activity is:

- HACSB will temporarily suspend acceptance of Housing Choice Voucher Program ports-in from other housing authorities. If HACSB receives an inquiry from a customer and/or initial PHA regarding portability during the time that this temporary suspension is in place, HACSB will advise the customer and/or initial PHA that ports-in are not being accepted due to temporary emergency operations.

This temporary change will be ended as soon as it is safe, feasible, and practical to do so. Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings

v. Planned Significant Changes

None.

Activity 10: Minimum Rent

i. Plan Year Approved, Implemented, Amended

- FY 2009: Initial Approval. The activity was implemented on October 1, 2009, for recertifications and on January 1, 2010, for all new families.
- FY 2019: Authorization to apply this activity to participants of the Veterans Affairs Supportive Housing (VASH) program was received from HUD in September 2019. That approval, though not granted through the HUD MTW Office, was included in our FY 2019 Annual MTW Plan for informational purposes.

ii. Description/Update

This activity addresses the MTW statutory objectives to reduce costs and achieve greater effectiveness in federal expenditures and to assist families to become self-sufficient.

This activity allowed HACSB to increase the minimum rent to \$125 from the current regulatory maximum of \$50 per month for all households in both the Public Housing and Housing Choice Voucher Programs. The activity applies to MTW and VASH households.

This activity has resulted in positive outcomes for households paying the minimum rent of \$125. In FY 2016 HACSB analyzed the current income and tenant rent values for families that were paying the minimum rent at the time of HACSB's FY 2014 Annual MTW Report. Of the 1,205 families paying the minimum rent in FY 2014, 1,077 were still actively participating in HACSB MTW programs subject to the minimum rent. 42% of those families increased their income and were no longer paying the minimum rent. This analysis will be updated with HACSB's FY 2018 Annual MTW Report.

Non-elderly and non-disabled families paying the minimum rent will be required to participate in services offered through HACSB's Career Development Initiatives (CDI) team. The Head of Household will be required to sign an individual training and services plan (ITSP) with the primary objective of increasing the family's earned income. This component was approved in HACSB's FY 2019 Annual MTW Plan, and we are working to make the necessary policy and procedure changes. We anticipate that this component will be implemented in mid-FY 2019.

There have been no requests for hardship exemption from the minimum rent.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #5: Increase in Tenant Rent Share
- SS #1: Increase in Household Income
- SS #3: Increase in Positive Outcomes in Employment Status
- SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)
- SS #8: Households Transitioned to Self-Sufficiency

Standard metrics SS #3, SS #4, and SS #8 were added in HACSB's 2015 Annual Plan per HUD's request. The objective of the activity is to achieve agency cost and staff time savings. HACSB does not anticipate that these metrics will reflect an increase in positive outcomes in employment status, households removed from TANF, or households transitioned to self-sufficiency as a direct result of this activity.

v. Planned Significant Changes

None.

Activity 11: Local Project-Based Voucher Program

i. Plan Year Approved, Implemented, Amended

- FY 2009: Initial Approval.
- FY 2010: Clarified components of the activity through FY 2010 Annual MTW Plan, Amendment 3. Implemented September 2010.
- FY 2015: Modification proposed through our FY 2015 Plan, Amendment 1B, but not approved by HUD. Per HUD's request, the proposed modification was re-proposed and approved through HACSB's FY 2017 MTW Plan.
- FY 2018: Modification to expand unit types eligible for project-based vouchers and add a work and/or supportive services requirement.
- FY 2019: Authorization to apply this activity to participants of the Veterans Affairs Supportive Housing (VASH) program was received from HUD in September 2019. That approval, though not granted through the HUD MTW Office, was included in our FY 2019 Annual MTW Plan for informational purposes. A modification to allow HACSB to apply alternative occupancy standards in special circumstances was included in our FY 2019 Annual MTW Plan, Amendment 1.

ii. Description/Update

This activity addresses the MTW statutory objective to increase housing choices for low-income families.

HACSB has implemented a local Project-Based Voucher (PBV) program to increase the availability of quality housing units. The expansion of our housing authority and/or our affiliate nonprofit owned housing stock will allow us to continue to reinvest net income into the acquisition of additional affordable housing units. The flexibilities included under this activity are:

- Up to 100% percent of units in any development may be project-based;
- Up to 30% of HACSB's MTW baseline number of units may be allocated for PBV (including RAD-PBV units);
- PBV will be allocated to all of the Public Housing units approved for disposition other than 27 Shelter Plus Care units to be rehabilitated in conjunction with the County Department of Behavioral Health (308 PBV units);
- Households residing in PBV units will not have automatic priority to receive tenant-based vouchers after one year, but instead will have such a priority after two years (this component does not apply to RAD PBV households);
- A local PBV HAP contract which modifies the terms and conditions of the HAP contract, including the ability to execute PBV HAP contracts for groupings of non-contiguous scattered-site properties and to contract for a total number of units by bedroom size within a development rather than for specific units;

- An over-housed household residing in a Public Housing unit that is disposed of and converted to a Project-Based Voucher may remain in its unit and HACSB will subsidize the household based on the size of the unit, not the qualifying voucher size;
- HACSB may require an under-housed household residing in a Public Housing unit that is disposed of and converted to a Project-Based Voucher to move with a voucher for the number of bedrooms for which the household qualifies;
- For a unit other than former Public Housing units, HACSB may designate the unit as a PBV unit and allow an in-place household for which the unit is wrong-sized to remain in occupancy for up to one year, if the owner agrees to accept a PBV contract rent that does not exceed the HACSB subsidy standard for the household for the initial term of the lease.
- Initial contract rent for units owned by HACSB as defined in the PBV regulations may be determined using an HACSB market study that will consider local rental submarkets, in lieu of the requirement to use an independent entity with rents based on an appraisal by a state-certified appraiser. This flexibility is applied to the first two phases of the Waterman Gardens public housing revitalization project, where single-fund flexibility is utilized to increase RAD contract rents to match local market rent levels, thereby allowing us to generate more private debt and equity necessary for new construction. This component does not apply to the third and final phase of the Waterman Gardens RAD conversion and redevelopment (please see Activity 27: Local Project-Based Voucher Subsidy for Tax Credit Developments for more information about the rent and subsidy calculations applicable to phase three.)
- The rents for Rental Assistance Demonstration (RAD) units will equal the maximum specified under the RAD Notice. This component does not apply to the third and final phase of the Waterman Gardens RAD conversion and redevelopment (please see Activity 27: Local Project-Based Voucher Subsidy for Tax Credit Developments for more information about the rent and subsidy calculations applicable to phase three.)
- HACSB may project-base vouchers for unit types which are not allowable under traditional regulatory PBV. The types of housing which may be assisted through PBV include the following:
 - Shared housing (up to one person per bedroom);
 - Units on the grounds of a penal, reformatory, medical, mental health, or similar public or private institution;
 - Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care;
 - Manufactured homes;
 - Transitional housing;
 - Single-room occupancy;
 - Congregate housing;
 - Other housing types as needed.
- Where appropriate, HACSB will partner with universities, state and local government, and other stakeholders to develop housing and service delivery programs which leverage HACSB and partner resources. Where appropriate and feasible, programs will

include both housing and related health care, education, job preparedness, and/or other necessary supportive services for individuals assisted through the programs.

- To ensure that assisted families receiving on-site supportive services through an HACSB partner continue to reside at the location where the services are provided, HACSB may not provide a tenant-based voucher upon completion of the initial two-year term of assistance. Assisted families will be notified at move-in whether or not they will be eligible to receive a tenant-based voucher.

Rent Reasonableness, HAP, and Vacancy Payments (Shared Housing Units)

HACSB will use its Local Payment Standard (LPS) to determine rent reasonableness and maximum HAP. If a shared housing unit is not fully occupied, HACSB will pay the full HAP for the unit for up to sixty days. After sixty days, the HAP will be prorated to reflect the percentage of occupied bedrooms

Additional Requirements

Our approved FY 2018 Annual MTW Plan included the addition of a requirement for the PBV project developer/manager to administer a work requirement and/or supportive services program for some project-based voucher (PBV) contract awards. This component has not yet been implemented.

The requirement will apply only if the number of PBV units exceeds a reasonable number or percentage of the total units in the development. The requirement will not apply to developments where conflicting regulation or law exists. HACSB intends to apply this proposed modification only to new PBV awards. A work requirement and/or supportive services requirement would not be applied to existing PBV contracts unless agreed upon by the owner.

When a PBV award includes a work requirement, the work requirement will apply only to non-elderly and non-disabled families residing in PBV units. Adult family members will be required to participate in work-related activities for a minimum of fifteen hours per week. Work-related activities shall include activities removing barriers to gainful employment, activities leading to gainful employment, and employment. HACSB will require the developer/manager to provide supportive services to these families. Supportive services may include, but are not limited to, job skills/employment coaching and job search services, life skills classes, and other services designed to help families meet the work requirement.

For some PBV awards, HACSB may include a supportive services requirement only. Supportive services may include, but are not limited to, educational and employment services, life skills classes, assistance accessing community resources, and other services.

At the commencement of this activity in FY2018, HACSB had 1,441 PBV units. HACSB has increased its total PBV units to 2,770 available units, including RAD PBV units.

iii. Planned Non-Significant Changes

HACSB is revising its PBV cap from 25% of the funding committed to vouchers to 30% of its MTW baseline units. This modification aligns with the requirements of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), which limits PBV utilization to a maximum of 30% of an agency's authorized units. Additionally, the modification aligns with the MTW statutory objective to "increase housing choices for eligible low-income families" by preserving the opportunity for housing choice offered through the tenant-based voucher program.

HACSB will utilize flexibility in applying occupancy standards for existing and/or new project-based voucher developments. The flexibility will be applied at HACSB's discretion based on a determination of need and circumstances related to a specific development, and will include the following components:

- Alternative Occupancy Standards: Project-based voucher units are subject to HACSB's traditional occupancy standards, which are currently set at a minimum of two persons per bedroom. However, in certain circumstances, HACSB will permit certain project-based units to be occupied using an alternative occupancy standard of up to two persons per bedroom. This flexibility will allow a family to be over-housed by occupying a larger unit than would normally be permitted under the occupancy standards. (Example: a two-person family may lease a two-bedroom unit.)
 - Written Agreement: Prior to exercising this flexibility, HACSB and the PBV owner/manager will enter into a written agreement which specifies the circumstances under which the alternative occupancy standards may be used, including a requirement for the owner/manager to first undertake and demonstrate a reasonable effort, as defined by HACSB, to lease the subject unit to a family using the traditional occupancy standards.
 - Alternative Subsidy Standards: in the event that the alternative occupancy standards are applied, the HAP for the subject project-based unit will be based on the actual unit size.

This modification is needed to prevent under-utilization of project-based vouchers in certain circumstances. For example, HACSB intends to apply the flexibility offered by this modification would at the Loma Linda Veterans Village apartment development to provide housing to low-income veteran families. The development is comprised of 87 units of which 18 are three-bedroom project-based voucher (PBV) units for veteran families. Under the traditional occupancy standards, the three-bedroom units may only be occupied by five- or six-person families. The development began leasing in Fall of 2018, and management has had great difficulty in identifying large veteran families to occupy the three-bedroom units under the current traditional occupancy standards. As a result, the units are being held vacant while the owner/manager attempts to recruit a five- or six-person family. The flexibility permitted through this component of this activity permits the three-bedroom units to be leased to smaller low-income veteran families who are in dire need of housing, and aligns with HACSB's strategic goal to ensure that no eligible family waits longer than ten days for assistance.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings
- HC #4: Displacement Prevention
- Local Metric: Units of Project-Based Voucher Assistance Added to the HACSB Portfolio

v. Planned Significant Changes

None.

Activity 12: Local Payment Standards and Alternative Flat Rents

i. Plan Year Approved, Implemented, Amended

- FY 2009: Initial Approval.
- FY 2011: Implemented on July 1, 2011 for all new lease ups and recertifications
- FY 2012: Modified to use the maximum subsidy as determined through HACSB's annual market rent study as the guideline in determining the contract rent for voucher units.
- FY 2015: Modification proposed but not approved via Amendment 1B to our FY 2015 Plan. Per HUD's request, the proposed modification was re-proposed and approved through HACSB's FY 2017 Annual MTW Plan.
- FY 2017:
- FY 2019: Authorization to apply this activity to participants of the Veterans Affairs Supportive Housing (VASH) program was received from HUD in September 2019. That approval, though not granted through the HUD MTW Office, was included in our FY 2019 Annual MTW Plan for informational purposes.

ii. Description/Update

This activity addresses the MTW statutory objective to give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient.

This MTW activity allows HACSB to conduct a market assessment to identify submarket areas and develop Local Payment Standards for those submarket areas in lieu of the HUD-prescribed Fair Market Rents. The Local Payment Standards accurately reflect the diverse rental submarkets that exist across the vast San Bernardino County.

Our FY 2017 Annual MTW Plan expanded the use of Local Payment Standards to replace the HUD-published Fair Market Rents as the indicator for establishing flat rents in the HACSB public housing portfolio. The annually established Local Payment Standards by submarket and bedroom size are used to determine the maximum flat rent that can be charged to public housing residents. The actual flat rent may fall below the Local Payment Standard based on a comparison of like units in the same area consistent with standard industry rent comparable practices. If an annual review of the Local Payment Standards indicates an increase or decrease of more than 10% from the current rate, the public housing flat rent will be re-assessed. The new flat rents will be applied in accordance with the rent increase process as detailed in our Admissions and Continued Occupancy Policy and related Codes of Federal regulation that govern our public housing program.

The activity applies to MTW and VASH households.

Since implementation, this activity has shown a significant improvement in the number of families able to move to areas of opportunity. We have nearly met or exceeded the benchmarks for our local metric, which measures the number of households residing in the two submarkets with the highest poverty and minority concentration. Overall, the number of households residing in these two submarkets has decreased by 9% since implementation. This change reflects an increase in the number of families that have relocated out of these submarkets into other areas of greater opportunity. HACSB anticipates that this trend will continue, and that the number of families relocating out of these submarkets will hold steady or increase slightly.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In compliance with the recommendations of the Center for Disease Control (CDC), the “stay-at-home” Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is taking steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HACSB foresees that some operations may need to be modified and/or deferred to a later time. The proposed emergency operations modification to this activity is:

- HACSB may defer the annual review and update to the Local Payment Standards based upon the availability of a third-party consultant to perform the market assessment. The annual review and update will take place as soon as it is safe, feasible, and practical to do so.

Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings
- SS #1: Increase in Household Income
- SS #3: Increase in Positive Outcomes in Employment Status
- SS #8: Households Transitioned to Self-Sufficiency
- HC #5: Increase in Resident Mobility

- Local Metric: Average HAP Cost
- Local Metric: Households Able to Move from Areas of Poverty and/or Minority Concentration

v. Planned Significant Changes

None.

Activity 13: Local Inspection Policies

i. Plan Year Approved, Implemented, Amended

- FY 2010: Initial approval. Implemented on May 1, 2011.
- FY 2015: Modified to expand biennial inspections to all MTW units
- FY 2016 and FY 2017: Expanded biennial inspections implemented across all MTW units.

ii. Description/Update

This activity addresses the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures.

This activity allowed HACSB to develop and implement local inspection standards for the Housing Choice Voucher (HCV) program that have increased operational efficiencies and ensured better housing options for low-income families. A modification to this activity was approved via our FY 2015 Annual MTW Plan. Biennial inspections are conducted for all units, and the property rating system currently used to determine the frequency of inspections for each unit was eliminated. Assisted units that were previously inspected annually were moved to a biennial inspection schedule, with 50% of those units inspected in FY 2016 and the remaining 50% inspected in FY 2017. No change was made to HACSB's enhanced local inspection standards.

In FY 2013, HACSB completely outsourced our HCV inspections. This change resulted in additional staff time and cost savings. We continue to perform quality checks of our portfolio for accuracy, inspection standards, and customer satisfaction. The percentage of inspections that have met our quality standards and qualified for biennial inspections has been well above the expected outcome. In FY 2017, HACSB met and exceeded our benchmark savings with a total savings of \$205,740. Additionally, the total staff time has decreased by over 90%, in spite of the additional time spent per inspection as a result of our local enhanced standards, largely due to the outsourcing of inspections. We anticipate that the cost and time savings will continue in future years.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as "emergency operations". This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In compliance with the recommendations of the Center for Disease Control (CDC), the "stay-at-home" Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through

telework and alternative work schedules. As a result, HACSB foresees that some operations may need to be modified and/or deferred to a later time. The proposed emergency operations modifications to this activity are:

- HACSB will extend the validity of a family's most recently completed biennial HQS inspection by one year. The due date of the family's next biennial HQS inspection will be one year from the original due date.
- HACSB will defer in-person initial HQS inspections. While this modification is in place, HACSB will accept self-certification by the family and property owner/manager that the unit meets all HQS requirements in order to allow the family to move in without delay. HACSB may require photographs to accompany the self-certification for some HQS components. As soon as it is safe, feasible, and practical to do so, HACSB will conduct an in-person HQS inspection to confirm that the unit meets HQS requirements. Deferred initial HQS inspections will be prioritized for processing as soon as HACSB is able to resume processing in-person inspections. In the event that the unit does not pass the in-person HQS inspection, HACSB will follow the same policies and procedures applicable to failed biennial inspections.

These temporary changes will be ended as soon as it is safe, feasible, and practical to do so. Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings
- CE #3: Decrease in Error Rate of Task Execution

Standard metrics CE #2 and CE #3 were added in HACSB's 2015 Annual Plan per HUD's request. The objective of the activity is to achieve agency cost savings. As a result, HACSB does not anticipate that these metrics will reflect a decrease in error rates related to this task or an increase in staff time savings as a direct result of this activity.

v. Planned Significant Changes

None.

Activity 14: Local Asset Management Program

i. Plan Year Approved, Implemented, Amended

- FY 2010: Initial approval.

ii. Description/Update

This activity addresses the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures.

The First Amendment to the Standard MTW agreement executed on May 21, 2009 allowed HACSB to design and implement a local asset management program. As per our FY 2012 MTW Annual Plan and in accordance with the federal Office of Management and Budget (OMB) Circular A-87, we elected to establish a cost allocation methodology to allocate direct and indirect costs and establish an indirect cost rate. Detailed information is provided in the appendices to this Plan.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None.

v. Planned Significant Changes

None.

Activity 18: Property Management Innovation

i. Plan Year Approved, Implemented, Amended

- FY 2011: Initial approval. Implemented on January 1, 2012.

ii. Description/Update

This activity addresses the MTW statutory objective to reduce costs and achieve greater effectiveness in federal expenditures.

This activity allowed HACSB to develop a property management innovation program that reflects private sector property management principles. The activity has the objective of implementing policies that are used in the private sector to decrease management costs, improve the quality of our units, and assist our tenants in becoming familiar with private sector property management principles. All residents signed a new lease which incorporated all the changes proposed in the activity. The lease reflected the following changes approved by HUD in our FY 2011 plan:

- a. 3-Day Notice to Pay or Quit (previous policy was 14 days).
- b. NSF fees of \$25.00 for first and \$35 for additional items (previous policy was \$25.00).
- c. Late fees increased from \$20 to \$50.
- d. Security deposits equal to one month's market rent (current security deposit charged is \$500.00)
- e. Implement a holding deposit of \$200.00
- f. Agency will choose lower of flat rent or 30% income rent for residents.
- g. Grievance Process – Previous two step process was replaced with a single on site settlement conference with staff for timely and effective resolutions to issues.

The activity has resulted in cost savings and administrative efficiencies gained from the streamlined grievance process as well as the reduction in arbitration and unit turnaround costs. As a result of HACSB's ongoing conversion of our entire Public Housing portfolio through the Rental Assistance Demonstration (RAD) program, the following components of this activity were eliminated in FY 2016 and FY 2017:

- a. 3-Day Notice to Pay or Quit
- g. Modified grievance process

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the

extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In compliance with the recommendations of the Center for Disease Control (CDC), the “stay-at-home” Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is taking steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HACSB foresees that some operations may need to be modified and/or deferred to a later time. The proposed emergency operations modification to this activity is:

- HACSB will use remote meeting options whenever possible for actions within this activity which require a meeting between HACSB employees and assisted families, such as the modified grievance process (settlement conference).

This temporary change will be ended as soon as it is safe, feasible, and practical to do so, but may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings

v. Planned Significant Changes

None.

Activity 19: Local FSS Program

i. Plan Year Approved, Implemented, Amended

- FY 2011: Initial approval. Implemented on July 1, 2012.

ii. Description/Update

This activity addresses the MTW statutory objective to give incentives to families with children whose head of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient.

HACSB has developed a pilot local FSS (Family Self-sufficiency) program to help families in their self-sufficiency efforts. Through our local FSS program, program participants are eligible to receive the balance of their escrow savings account at the end of their FSS contract if they voluntarily terminate their assistance from the Housing Choice Voucher or Public Housing program due to self-sufficiency efforts. Families may also withdraw a portion of their FSS escrow savings balance during participation in the Local FSS program for certain self-sufficiency-related activities.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- SS #1: Increase in Household Income
- SS #2: Increase in Household Savings
- SS #3: Increase in Positive Outcomes in Employment Status
- SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)
- SS #5: Households Assisted by Services that Increase Self-Sufficiency
- SS #6: Reducing Per Unit Subsidy Costs for Participating Households
- SS #7: Increase in Tenant Rent Share
- SS #8: Households Transitioned to Self-Sufficiency

Standard metrics SS #2, SS #4, SS #5, SS #6, and SS #7 were added in HACSB's 2015 Annual Plan per HUD's request.

v. Planned Significant Changes

There has been no change in the Attachment C authorizations that were waived under our approved Annual MTW Plan for this activity.

Activity 20: Term-Limited Lease Assistance – (formerly “Five-Year Lease Assistance Program” and “Term Limits”)

i. Plan Year Approved, Implemented, Amended

- FY 2011: Initial approval. Implemented on January 1, 2012.
- FY 2015: Modified to include potential termination from the program for noncompliance with the household’s Supportive Services Agreement.
- FY 2016: Modified to include an intake hardship exemption for extremely low-income and Triage Step 3 households and to expand the end-of-term hardship exemption. This modification was not implemented.
- FY 2017: Modified to include income-based subsidy calculation for new families joining the program, requirement for families to lease a unit with no more than one bedroom more or less than their voucher size, a post-assistance tracking survey process, and approval to implement incentives for families to move to areas of opportunity.
- FY 2018: Modified to include right-size unit restriction, limitation on the approvable amount of rent increases, and a limitation on the amount of subsidy paid on behalf of over-housed families.

ii. Description/Update

This activity addresses the MTW statutory objective to give incentives to families with children whose head of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient.

The goal of this activity is to enable the families we serve to focus on self-sufficiency efforts while we assist them with their housing needs for a limited term¹. This activity applies to new non-elderly and non-disabled households admitted to the Housing Choice Voucher program from HACSB’s waiting list, porting in from another jurisdiction, or exercising mobility from HACSB project-based voucher sites. Families served through this activity are provided with up to five years of housing assistance and supportive services, with the possibility for extension through a hardship exception that may provide up to two years of additional assistance.

Currently assisted families who are selected from the wait list during their term of participation in the program may continue their current term of participation, but will not be provided a new or extended term of assistance. In such circumstances, the application will be removed from the wait list.

¹ Excludes legacy families exercising mobility from an HACSB Rental Assistance Demonstration (RAD) Project-Based Voucher (PBV) site.

Subsidy Calculation:

Families participating in the activity before November 1, 2017: the housing subsidy is set at 50% of the applicable payment standard for the unit selected by the family.

Families joining the activity on or after November 1, 2017: the subsidy calculation mirrors the Streamlined Fixed Assistance Program for New Non-Elderly/Non-Disabled Households. Under that calculation, the family's rent share is the greatest of 30% of their gross income, the minimum rent, or baseline rent, for the duration of assistance.

A subsidy limitation also applies to these families. To encourage families to select units that are appropriately sized and most likely to be affordable to the family when coupled with the rental subsidy, HACSB will apply a subsidy limitation to over-housed families. Over-housed families are those who have voluntarily selected and leased a unit that is larger than their voucher size. For example, a family with a two-bedroom voucher may choose to lease a three-bedroom unit. In these instances, the rental subsidy is capped by the applicable HACSB Local Payment Standard. However, in many cases the contract rent for the larger unit exceeds the contract rent for a unit that is the same size as the voucher issued to the family, which results in a greater family rent share than if the family had selected a smaller unit. Additionally, this scenario increases the HAP subsidy, often to the maximum allowable amount. Through this activity, HACSB will limit the maximum subsidy for over-housed families to the average subsidy rate for families that are not over-housed with the same size voucher.

Supportive Services:

During the term of assistance, HACSB also provides supportive services to the family through its Career Development Initiatives (CDI) department. Families are required to meet with their CDI caseworker at least annually to review their action plan and progress. Services provided to families through the CDI team include:

- Needs assessment at intake to determine whether families have the resources needed to be successful in this program;
- Development of an individualized action plan for success;
- Access to on-site Workforce Development Specialists through our contract with the County Workforce Development Department;
- Onsite access to a Family Stabilization Specialist and Employment Services Specialist through HACSB's contract with the San Bernardino County Transitional Assistance (welfare) Department;
- Access to other resources designed to provide the family with meaningful support and tools to enhance the family's chances for success.

Mobility:

For families who initially leased under this activity prior to September 21, 2015, and who port to another jurisdiction during the term of assistance, the term limit will continue to apply unless the household is absorbed by the receiving agency. For families who initially

lease under this program on or after September 21, 2015, the administration of the voucher will be in accordance with the receiving PHA's policies in accordance with the Federal Register notice published September 21, 2015.

Hardship Exemptions:

HACSB recognizes that the expiration of assistance may present a hardship for some families, and has developed hardship exemptions in four categories:

1. Completion of Self-Sufficiency Activity: to allow the family to complete an educational, job training, or other approved self-sufficiency activity.
2. Unforeseen and Involuntary Loss of Income
3. Near-Elderly Family: if the head of household will reach age 62 no later than six (6) months after the end of term or any applicable extension, the household may request a transfer to HACSB's Streamlined Lease Assistance for Elderly/Disabled Families.
4. Other Reasons: this category allows HACSB to approve an extension of assistance for rare or unusual circumstances, such as PHA error.

To be eligible for a hardship exemption, the family must have complied with all requirements of the program, including the Supportive Services Agreement. Any approved extension shall not exceed two years, and shall be approved in increments of six or twelve months as determined by HACSB. Total Term:

The total term of assistance under the program, including any approved hardship exemption, shall not exceed seven years.

Unit Size Limitation:

Households assisted under the Term-Limited Assistance Program must select a unit whose number of bedrooms is within one bedroom of the voucher size. For example, a family with a two-bedroom voucher may select a one-, two-, or three-bedroom unit. The intent of this component is to ensure that households choose a unit that is appropriately sized and affordable for their income situation. Overhoused families are also more costly to house than families in right-sized units. As a result, HACSB requested and received approval through its 2018 Annual MTW Plan to require participant families to lease a unit that is the same size as their voucher. This modification has not been implemented as of the time of this writing, but HACSB may implement the change if other modifications do not result in families choosing to lease appropriately sized units.

Incentive to Move to Areas of High Opportunity:

HACSB may provide incentive to families in the term-limited lease assistance program to move to areas of high opportunity, as identified by HACSB.

Post-Assistance Tracking Incentive:

HACSB has partnered with Loma Linda University (LLU) to implement a survey system collecting information from Term-Limited Lease Assistance families at exit and annually for two years after assistance has concluded. Although participation in the survey is voluntary, a monetary incentive is provided for families completing the survey. Families receive the incentive payment only upon completion of each survey.

Rent Increase Limitation:

Through its 2018 Annual MTW Plan HACSB was granted authorization to limit the value of approvable rent increases to an amount less than the average value of previously approved rent increases. For example, the average value of rent increases approved in FY 2016 was 10% of the previous contract rent. This modification would permit HACSB to cap the rent increase at a value less than 10% of the previous contract rent. This modification will provide HACSB with a mechanism to slow the HAP cost increases resulting from continued rent increases. However, HACSB intends to implement this flexibility only if internal analysis demonstrates that it is necessary to ensure financial viability of the program.

The activity is now in its eighth year. HACSB has partnered with Loma Linda University to conduct a longitudinal study to monitor the families served through this activity, tracking their goals and accomplishments. We have seen positive outcomes since implementation, including:

- The average earned income for families in the program has increased by 60.5%;
- Full-time employment increased by 20.3%;
- Unemployment decreased by 20.6%

As families progress through the program, we have learned more about the impacts of the activity. Our Career Development Initiatives team worked with families to assist them with the goals identified on their Individual Training and Services Plan (ITSP), and the families in their fourth and fifth years of participation are showing promising momentum. We will continue to work with our Loma Linda University partners to evaluate the families’ progress and challenges. We are also very interested in learning what residual impacts the program has on families after they leave the program. In FY 2017 we began implementation of an expansion to the evaluation of the program, which includes a review of family information for up to two years after they leave the program. More information on the study will be provided in future MTW Plans and Reports.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response

to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In order to comply with the recommendations of the Center for Disease Control (CDC), the Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HASCB foresees that some operations may need to be deferred to a later time. The proposed emergency operations modifications to this activity are:

- To the extent possible, HACSB will conduct annual meetings between TLA participants and their CDI caseworker by telephone or using virtual meeting technology. If this is not possible, HACSB will defer the annual meetings until it is safe, feasible, and practical to conduct them in accordance with normal procedures;
- The end of term (EOT) for any TLA participant with an EOT scheduled to occur between April 1 and September 30, 2020, will be delayed by six months. This timeframe may be extended to comply with local, state, and federal guidance/requirements surrounding the current crisis.

These temporary changes will be ended as soon as it is safe, feasible, and practical to do so. Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- SS #1: Increase in Household Income
- SS #3: Increase in Positive Outcomes in Employment Status
- SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)
- SS #5: Households Assisted by Services that Increase Self-Sufficiency
- SS #8: Households Transitioned to Self-Sufficiency

No changes to benchmarks are anticipated as a result of the proposed changes. HACSB will use data from its tenant database to supply data related to this activity.

v. Planned Significant Changes

None.

Activity 22: Streamlined Lease Assistance Program

i. Plan Year Approved, Implemented, Amended

- FY 2013: Initial approval.
- FY 2015: Implemented February 1, 2015.
- FY 2016: Modified to add “Streamlined Fixed Lease Assistance for New Non-Elderly/Non-Disabled Households”.
- FY 2017: Modified to add a unit size limitation for tenant-based voucher programs.
- FY 2018: Modified the rent tiers for career-able families currently participating in the Streamlined Tiered Lease Assistance program from 21/24/27/30% to 30/33/36%.

ii. Description/Update

This activity addresses the MTW statutory objective to give incentives to families with children whose head of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient.

Through this activity, HACSB has implemented an alternative subsidy/rent schedule for households participating in the Housing Choice Voucher and Public Housing programs. The activity applies to:

- Public Housing: all current and new households;
- Housing Choice Voucher: all current and new households not currently participating in or admitted to the Term-Limited Lease Assistance Program.

The rent for families in the Streamlined Lease Assistance program is calculated based on a percentage of gross annual income. A minimum rent and baseline rent also apply. The rent percentages were established based on analysis that included deductions and allowances permitted under traditional program regulations, and therefore no deductions or allowances are applied to the calculated rent amount calculated. Households participate in either fixed assistance or tiered assistance, based upon family type.

Fixed Assistance Program for Elderly/Disabled Households:

Families admitted prior to January 1, 2019: The family’s rent share (TTP) is the greatest of 24% of their gross income, the minimum rent, or baseline rent for the duration of assistance.

Families admitted on or after January 1, 2019: The family’s rent share (TTP) is the greatest of 30% of their gross income, the minimum rent, or baseline rent for the duration of assistance. This component is pending implementation, with an anticipated start date of January 1, 2019, or as soon as feasible thereafter.

Tiered Assistance Program for Non-Elderly/Non-Disabled Households:

The family’s rent share (TTP) begins at the greatest of 30% of their gross income, the minimum rent, or baseline rent. The income percentage may increase by 3% at each subsequent biennial recertification to a maximum of 36%. HACSB intends to implement the additional rent tiers of 33% and 36% only if internal analysis demonstrates that it is necessary to ensure financial viability of the program without terminating assistance or serving fewer families. The rent tier structure was changed through our FY 2018 Annual MTW Plan, and is being implemented beginning February 1, 2018. All families receive an automatic six-month hardship exemption which delays any change in tenant portion.

HACSB’s minimum rent activity also applies for both Fixed and Tiered assistance. Additionally, a baseline rent for the family is established at each biennial recertification, and future rent amounts may never fall below the baseline rent. If the calculated rent amount exceeds the ceiling rent for Public Housing or the contract rent for Housing Choice Voucher families, the lesser of the calculated TTP or rent amount is applied as the family’s rent share.

Unit Size Limitation (Tenant-Based Voucher Programs Only):

In order to ensure that households choose a unit that is appropriately sized and affordable for their income situation, households assisted under the Streamlined Lease Assistance Program must select a unit whose number of bedrooms is within one bedroom of the voucher size. For example, a family with a two-bedroom voucher may select a one-, two-, or three-bedroom unit.

Our FY 2018 Annual MTW Plan included approval to require families to select a unit that is the same size as their voucher. Families would not be permitted to lease an over-sized unit. This modification will be implemented only if the subsidy limitation modification described previously does not result in families selecting appropriately sized units.

Subsidy Limitation:

To encourage families to select units that are appropriately sized and most likely to be affordable to the family when coupled with the rental subsidy, HACSB intends to implement a subsidy limitation for over-housed families. These are families that have voluntarily selected and leased a unit that is larger than their voucher size. For example, a family with a two-bedroom voucher may choose to lease a three-bedroom unit. In these instances, the rental subsidy is capped by the HACSB Local Payment Standard. However, in many cases the contract rent for the larger unit exceeds the contract rent for a unit that is the same size as the voucher issued to the family, which results in a greater family rent share than if the family had selected a smaller unit. Additionally, this scenario increases the HAP subsidy, often to the maximum allowable amount of HACSB’s Local Payment Standard. Through this activity, HACSB will limit the maximum subsidy for over-housed families to the average subsidy rate for families that are not over-housed with the same size voucher.

Rent Increase Limitation (voucher programs only):

HACSB's FY 2018 Annual MTW Plan included approval to limit the value of approvable rent increases to an amount less than the average value of previously approved rent increases. For example, the average value of rent increases approved in FY 2016 was 10% of the previous contract rent. HACSB is permitted to cap the rent increase at a value less than 10% of the previous contract rent. HACSB intends to implement this flexibility only if internal analysis demonstrates that it is necessary to ensure financial viability of the program. At the time of this writing, this flexibility has not been implemented.

At the time of this writing, all existing households have been converted to Streamlined Lease Assistance at their biennial recertification. 152 implementation hardship exemptions have been approved for households for whom the transition to Streamlined Lease Assistance would have caused a substantial increase in the family's share of rent.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as "emergency operations". This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In compliance with the recommendations of the Center for Disease Control (CDC), the "stay-at-home" Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is taking steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HACSB foresees that some operations may need to be modified and/or deferred to a later time. The proposed emergency operations modifications to this activity are:

- SLA families experiencing a significant loss of income as a result of the current crisis may be approved for a hardship exemption. This new hardship exemption category will follow the application, review, and approval policies and procedures currently in place for other hardship categories;
- Processing of interim recertifications (to the extent that HACSB processes interim recertifications for families served through the Moving To Work demonstration), with the exception of interims processed for an approved hardship exemption, will be deferred to the earliest practical and feasible date.

These temporary changes will be ended as soon as it is safe, feasible, and practical to do so, but may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #1: Agency Cost Savings
- CE #2: Staff Time Savings
- CE #3: Decrease in Error Rate of Task Execution
- SS #1: Increase in Household Income
- SS #3: Increase in Positive Outcomes in Employment Status
- SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)
- SS #6: Reducing Per Unit Subsidy Costs for Participating Households
- SS #7: Increase in Tenant Rent Share
- SS #8: Households Transitioned to Self-Sufficiency

v. Planned Significant Changes

There has been no change in the Attachment C authorizations that were waived under our approved Annual MTW Plan for this activity.

Activity 23: No Child Left Unsheltered

i. Plan Year Approved, Implemented, Amended

- FY 2014: Initial Approval through HACSB's FY 2014 Annual MTW Plan. Implemented on April 1, 2015.
- FY 2015: Modified to expand program eligibility criteria.
- FY 2018: Modified to add twenty tenant-based vouchers for the foster care component.
- FY 2019: Modified through HACSB's FY 2019 Annual MTW Plan, Amendment 1, to add an automatic transition to HACSB's TLA or SLA activity after two years of participation in NCLU for families newly participating in the activity.

ii. Description/Update

This activity addresses the statutory objective to provide incentives to families to achieve self-sufficiency.

The No Child Left Unsheltered program aims to end homelessness of any unsheltered family with children in San Bernardino County, with special attention to the education and well-being of the children and the economic advancement of the parents. No Child Left Unsheltered (NCLU) will help address extremely critical needs of unsheltered families in the county by offering Housing Choice Voucher rental subsidies to families who are identified as eligible unsheltered homeless families with children. The program will also provide families with supportive services and resources such as emergency relief, school connections with community support, and job training for parents.

Through this activity, HACSB has set aside forty (40) Housing Choice Vouchers to be made available to eligible families. The rental subsidy is calculated using the Streamlined Lease Assistance program methodology. HACSB has partnered with a variety of local community service providers, including the school system, to identify families, particularly those with school-age children, who are unsheltered. Each identified family will be encouraged to apply for assistance, and if eligible, will receive assistance after being selected from the waiting list using a preference specifically for this program.

Our FY 2019 Annual MTW Plan, Amendment 1, included a modification to this activity to automatically transition eligible families to another HACSB housing program after two years of participation in NCLU. This modification will apply to new NCLU families only.

Foster Care Component

Through our FY 2018 Annual MTW Plan, we modified this activity to add twenty (20) units to allow participation by young adults participating in the Department of Children and Family Services Foster Care Aftercare program. Services will target low-income young adults age 18-21 in the Aftercare program who are in need of housing support to transition to stable independent living. Individuals in the Aftercare program receive only limited services through the Foster Care program and are ineligible for housing support through

the Foster Care program. Assistance under this component will be subject to the availability of funds. To be eligible for housing support through this component of the NCLU program, the household must:

- Be referred by the San Bernardino County department of Children and Family Services; and
- Be a low-income family as defined by HUD; and
- Meet HACSB's criminal history background screening requirements; and
- Be an active participant in the Aftercare program.

HACSB anticipates that the individuals served through this program will be primarily single individuals, but may also include families with one or more dependent children.

Through this component, HACSB will provide each eligible family up to three years of housing support through the Housing Choice Voucher program. The term of support will coincide with the family's enrollment in the Aftercare program, and the subsidy will be calculated using HACSB's Streamlined Lease Assistance program (MTW Activity 22) methodology. Additionally, the family will be required to engage in supportive services through HACSB's Career Development Initiatives (CDI) department and to complete an Individual Training and Services Plan. To ensure that services provided by the Foster Care program and HACSB's CDI department continue to be accessed during the term of assistance, the family may not exercise portability or mobility.

The family may request an extension of assistance of up to one year beyond their participation in the Foster Care Aftercare program. HACSB will apply the same hardship eligibility criteria and approval procedures as established for the Term-Limited Lease Assistance Program (MTW Activity 20).

Unit Designation

In March 2015, the HACSB Housing Commission and Board of Governors approved the award of the 40 project-based voucher units reserved for this activity to units within the HACSB-owned and HACSB-affiliated non-profit housing stock. HACSB is authorized to award these contracts through a non-competitive process under its Local Project-Based Voucher MTW Activity (activity 11), approved by HUD through HACSB's 2009 Annual MTW Plan. Families housed through this activity typically have significant challenges in locating housing through the traditional tenant-based voucher program. This award gives HACSB, as the property owner, the ability to house the families more quickly and with more flexibility than in the traditional tenant-based voucher program, thus reducing the wait for housing from upwards of 60 days to only a few days within this non-traditional program.

HACSB selected the locations of the 40 project-based voucher units using data from the most recent homeless point-in-time survey. The units will be distributed throughout the county as follows:

Property Owner	Number of Units	Communities
HACSB	26	Kingsley Patio Homes, Montclair Stone Creek Apartments, Loma Linda Sunset Gardens, Yucaipa Hampton Court Apartments, Redlands Andalusia, Victorville Mesa Gardens, Hesperia
HPI Property Acquisitions LLC	10	Kendall Drive Apartments, San Bernardino Kendall Park Apartments, San Bernardino
Summit Place LLC	4	Summit Place, Ontario

This activity served eight new families and 31 total families in FY 2018, and an estimated \$80,750 in funds were leveraged through the San Bernardino County Department of Behavioral Health for two part-time employees to serve NCLU customers. The second component for young adults participating in the Department of Children and Family Services Foster Care Aftercare program has not yet been fully implemented.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In order to comply with the recommendations of the Center for Disease Control (CDC), the Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HASCB foresees that some operations may need to be deferred to a later time. The proposed emergency operations modification to this activity is:

- Supportive services provided to NCLU families may be reduced and/or deferred based on the availability and ability of HACSB staff and partners to provide those services.

This temporary change will be ended as soon as it is safe, feasible, and practical to do so. Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- CE #4: Increase in Resources Leveraged
- SS #8: Households Transitioned to Self-Sufficiency
- HC #3: Decrease in Wait List Time
- HC #7: Households Assisted by Services that Increase Housing Choice
- Local Metric: Households Housed through This Activity

v. Planned Significant Changes

None.

Activity 24: Transition for Over-Income Public Housing/Housing Choice Voucher Families

i. Plan Year Approved, Implemented, Amended

- FY 2014: Initial approval. Implemented on April 1, 2015.
- FY 2015: Modified to exclude current participants of our Family Self-Sufficiency program.

ii. Description/Update

This activity addresses the statutory objective to provide incentives to families to achieve self-sufficiency.

In an effort to create more housing opportunities for families on our Public Housing and Housing Choice Voucher waiting lists, and in recognition of certain families attaining self-sufficiency, HACSB has implemented this activity to transition families who have an annual income which exceeds 80% of area median income (“over-income”) off of housing assistance. This activity applies to the Public Housing program, Tenant-Based Housing Choice Voucher program, and Project-Based Voucher program.

Through this activity, over-income families will be given a six-month transition period. After the six-month transition period, families will transition to receiving no housing assistance from HACSB. Public Housing and Project-Based Voucher families will be required to move and HCV families will have the option of remaining with their current landlord with no assistance or locating alternate housing.

Elderly/disabled families and participants of the Family Self-Sufficiency and Homeownership programs are exempt from this activity. The transition period begins for existing families identified as over-income on April 1, 2015, and at interim or recertification for families that become over-income after April 1, 2015.

If, during the six-month transition period, an over-income family’s income falls below 80% of the AMI, then the family will no longer be considered over-income and will not transition off of the program.

Families in the six-month transition period may also qualify for a hardship exemption from this activity for no-fault loss of income and/or death of a family member with income if the change in income results in the family’s income falling below 80% of AMI. If a hardship exemption is approved for such situations, the family will be removed from the six-month transition period and will not transition off the program.

This activity was implemented effective April 1, 2015. At implementation, 89 currently-assisted households were identified as “over-income” and given notice of the six-month transition period. Ultimately, 49 of those families were removed from the transition either due to a hardship or because they were determined to be no longer over-income. This activity is ongoing and we will report further outcomes via our FY 2018 Annual MTW Report.

iii. Planned Non-Significant Changes

In the event of a local disaster, emergency, or other situation which affects the health and/or safety of HACSB customers, employees, and/or the general public, HACSB may implement certain temporary changes to this activity to ensure continuity of operations to the extent possible and practical. Such changes will be referred to as “emergency operations”. This modification is proposed in response to the current COVID-19 pandemic, which has created a need for social distancing to protect against the spread of the disease. In order to comply with the recommendations of the Center for Disease Control (CDC), the Executive Order issued by California Governor Newsom on March 19, 2020, and other guidance from local, state, and federal agencies, HACSB is steps to reduce contact between individuals, including closing offices to the public and reducing the number of employees in the office through telework and alternative work schedules. As a result, HASCB foresees that some operations may need to be deferred to a later time. The proposed emergency operations modification to this activity is:

- HACSB will delay by six months the termination of assistance for any family whose six-month transition period is scheduled to end between April 1 and September 30, 2020. This timeframe may be extended to comply with local, state, and federal guidance/requirements surrounding the current crisis.

This temporary change will be ended as soon as it is safe, feasible, and practical to do so. Emergency operations may be reenacted in the future in response to another local disaster, emergency, or other crisis situation.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metric:

- SS #8: Households Transitioned to Self-Sufficiency

v. Planned Significant Changes

None.

Activity 25: Project-Based Voucher Flexibility for Horizons at Yucaipa Senior Housing

i. Plan Year Approved, Implemented, Amended

- FY 2016: Initial approval.

ii. Description/Update

This activity addresses the MTW statutory objective to increase housing choices for low-income families.

This activity allows HACSB to apply an amended definition of elderly for the project-based vouchers at the Horizons at Yucaipa Affordable Senior Housing development in order to meet both the City of Yucaipa's requirements for affordable senior housing as well as the age requirement for the special needs population to be served by units financed under the Mental Health Stabilization Act (MHSA). For purposes of this property, there are two definitions of an elderly (senior) individual.

The Horizons at Yucaipa Affordable Senior Housing development is a two-phase, 77-unit new construction development in the City of Yucaipa. Phase I of the development is 50 units on approximately 4.2 acres of vacant land, and includes 49 Project-Based Vouchers and one manager's unit. Phase II will include 27 units and will also be developed for seniors at least 55 years of age. The Phase II building will incorporate into the Phase I building so amenities can be shared and costs reduced. The development will be 100% affordable housing financed through a combination of the following funding sources:

- 4% Low Income Housing Tax Credits
- Tax Exempt Bond funding
- County HOME
- County Mental Health Services Act funding (MHSA)
- Fee deferrals from the City of Yucaipa
- Permanent debt

Phase I contains 50 units. 10 of the 50 units in Phase I are reserved as MHSA units and carry an age restriction of 60 years old. The property will operate as affordable housing for seniors. For the 10 MHSA units, an elderly (senior) individual shall be defined as one who is 60 years of age or older in order to meet the MHSA requirements. For the remaining PBV units, an elderly (senior) individual

In 2015 HPI broke ground on the Horizons at Yucaipa development, and construction of Phase I was completed in the spring of 2017. The phase achieved full lease-up and full occupancy by May 2017. HPI is currently looking at financing options to begin construction of phase II, 27 additional senior units, in the summer of 2021.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- HC #4: Displacement Prevention
- HC #5: Increase in Resident Mobility
- Local Metric: Additional Units of Housing Made Available (same as Standard Metric HC #1)
- Local Metric: Seniors 55 to 60 Years of Age Housed through This Activity

v. Planned Significant Changes

None.

Activity 26: Local Disaster Short-Term Rental Assistance Program

i. Plan Year Approved, Implemented, Amended

- FY 2017: Initial approval through FY 2017 Annual MTW Plan, Amendment 1.

ii. Description/Update

In August 2016 the massive Blue Cut Fire burned more than 36,000 acres in the Cajon pass area of San Bernardino County. The fire caused the complete shutdown of the Interstate 15 freeway and railroad lines, mandatory evacuations of an estimated 82,000 persons in at least six cities, and destroyed 105 homes and 216 minor structures². In the immediate aftermath, approximately seventy families displaced by the fire were in need of temporary assistance to stabilize their housing situation.

The Blue Cut Fire illustrated the need for HACSB to have in place a mechanism to provide temporary housing assistance to families in the event of certain local disasters. This proposed activity is designed to meet that need.

Through this activity HACSB will implement a short-term rental assistance program to provide temporary housing choice voucher assistance to families displaced as the result of a local disaster. Except as noted below, HACSB's policies for the Housing Choice Voucher Program shall apply to the Local Disaster Short-Term Rental Assistance Program.

Determination of Local Disaster: Assistance in this program will be limited to families displaced as the direct result of a local disaster. A local disaster is an event that occurs within the County of San Bernardino and may include a natural disaster such as an earthquake, fire, flood, or storm, an act of terrorism, or other event as determined by HACSB. The qualification of a local disaster would be declared by HACSB through a resolution of its governing board.

Wait List: HACSB will maintain a separate wait list for this activity. The wait list will be opened only when a local disaster is declared through a resolution of HACSB's governing board and only to individuals displaced as a direct result of the local disaster.

This program is not a set-aside. No vouchers will be reserved for this activity. Rather, the funding source will be the MTW Block Grant. Assistance provided through this activity may be offset by a decrease in the number of families served through the Housing Choice Voucher Program. However, because this activity will provide short-term assistance to families, any potential offset would be minimal and take place through normal attrition within the program. As an example, if ten families receive one year of assistance through this activity, the offset to the Housing Choice Voucher Program would not be ten families. Because the average length of stay for current non-elderly and non-disabled families in the Housing Choice Voucher Program is nearly 10 ½ years,

² "CalFire Incident Information – Blue Cut Fire," fire.ca.gov, August 23, 2016. http://www.fire.ca.gov/current_incidents/incidentdetails/Index/1391

servicing ten families through one year of short-term assistance is roughly equivalent to servicing one family through our Housing Choice Voucher Program.

Eligibility: Families assisted through this activity will be subject to eligibility screening. At a minimum, each family must qualify as low-income (having gross annual income at or below the HUD-published Area Median Income adjusted for family size) and pass HACSB’s criminal history background screening.

Term of Assistance: The term of assistance shall be determined by HACSB based upon the nature of the disaster at the time the local disaster is declared. In general, HACSB anticipates the term of assistance shall be six (6) to twelve (12) months. If appropriate, HACSB may provide a hardship extension. In any case, the total term of assistance shall not exceed twenty-four (24) months.

Subsidy Calculation and Reexamination: The rental subsidy and tenant rent portions shall be determined using the formulas established through HACSB’s MTW Activity 22: Streamlined Lease Assistance Program. Please refer to the detailed description of the Streamlined Lease Assistance Program in Section IV of this plan for additional information. No reexamination of income will be conducted during the term of assistance, regardless of the length of the term. The table below summarizes the subsidy calculation formula.

Household Type	Tenant Rent Portion	HACSB Subsidy
Elderly and/or Disabled Households	The greater of: <ul style="list-style-type: none"> • 24% of gross income • HACSB’s minimum rent (currently \$125) • The baseline rent 	Contract rent less tenant rent portion
Non-Elderly and Non-Disabled Households	The greater of: <ul style="list-style-type: none"> • 30% of gross income • HACSB’s minimum rent (currently \$125) • The baseline rent 	Contract rent less tenant rent portion

Leveraging of Resources: In order to maximize the benefit to assisted families, whenever possible HACSB will engage community partners to provide additional funding, housing stabilization services, and related supportive services to the families assisted through this activity.

HAP Contract and Lease: The terms of the lease and HAP Contract shall be the same as the term of the Local Disaster Short-Term Rental Assistance.

Portability: Families assisted through this activity may not exercise portability to another jurisdiction unless the receiving PHA will absorb the family.

Subject to Availability: Assistance provided through this activity shall be subject to the availability of funding as determined by HACSB. HACSB received approval of this activity via its 2017 Annual MTW Plan, Amendment 2, in April 2017. We are now working to incorporate policy revisions to facilitate implementation of the activity. We anticipate that this activity will be operational in 2018. However, HACSB will only house families through this activity in the event of a locally declared disaster.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- HC #3: Decrease in Wait List Time
- Local Metric: Number of Households Served through the Activity

v. Planned Significant Changes

None.

Activity 27: Local Project-Based Voucher Subsidy for Tax Credit Developments

i. Plan Year Approved, Implemented, Amended

- FY 2019: Initial approval through FY 2019 Annual MTW Plan, Amendment 2. Partially implemented.

ii. Description/Update

This activity addresses the MTW statutory objective to increase housing choices for low-income families.

Through this activity, HACSB is authorized to change the TTP calculation to create one that is based upon income bands, applying a flat TTP within each income band instead of basing the calculation of TTP on gross or adjusted income. Additionally, HACSB will modify the housing authority subsidy calculation to provide a fixed flat subsidy. The activity applies to 116 RAD-PBV units at the Waterman Gardens Phase III development. The activity does not apply to any RAD household exercising right of first return to these units.

Implementation Update

Most aspects of this activity will be implemented upon completion of construction when families begin leasing the newly developed units (anticipated in CY 2020). However, other aspects of the activity are implemented, such as establishing the Tenant Rent Burden Protection Fund for approved hardship exemptions.

Current Development Status

This third and final RAD conversion phase at the Waterman Gardens site in San Bernardino (AMP 120, site 19-02) is expected to be under construction in CY 2019 and 2020, adding approximately 182 family rental units to complete the one-for-one replacement of Public Housing units formerly located there while also adding market rate units to create a mixed-income community. The development utilizes Demolition/Disposition Transition Fund (DDTF) leveraged with City and County of San Bernardino HOME funds, state of California Affordable Housing and Sustainable Communities funds, private healthcare organization (Dignity Health) funds, and 4% Low Income Housing Tax Credits (LIHTC) coupled with tax-exempt private activity bonds. The current unit breakdown is:

- 116 RAD project-based voucher (PBV) units with tax credits.
- 31 tax credit affordable units.
- 35 market rate units with no RAD, PBV, or tax credits.

The following table contains the breakdown of the 147 affordable units by size and tax-credit income bracket:

30% AMI Target		50% AMI Target		60% AMI Target		Total
Unit Size	Number of Units	Unit Size	Number of Units	Unit Size	Number of Units	
1 Bedroom	6	1 Bedroom	6	1 Bedroom	10	22
2 Bedroom	21	2 Bedroom	21	2 Bedroom	39	81
3 Bedroom	9	3 Bedroom	9	3 Bedroom	14	32
4 Bedroom	1	4 Bedroom	2	4 Bedroom	7	10
5 Bedroom	2	5 Bedroom	0	5 Bedroom	0	2
Total	39	Total	38	Total	70	147

Flat Subsidy and Income Band TTP Calculation

Through this activity, the total tenant portion (TTP) and contract rents for the 116 RAD-PBV tax credit units are set as follows:

- TTP (tenant rent) will be set at the applicable tax credit rent based on the unit size and target AMI for the unit.
- Contract rents will be set below 110% of the HUD-published Fair Market Rent (FMR) based on bedroom size. At this time, the contract rents are anticipated to be set at 91.247% of 110% of the FMR.
- The Housing Assistance Payment (HAP) subsidy will be the difference between the contract rent and the TTP. Payment of the HAP subsidy shall be subject to the availability of federal funding. The HAP contract will otherwise be the same as a standard RAD-PBV HAP contract.
- Contract rents may be increased through:
 - An increase to the TCAC-published Tax Credit rents; and/or
 - An increase to the HAP subsidy

Any proposed rent increase will be subject to determination of rent reasonableness by HACSB and availability of funding. The contract rent will not be permitted to exceed 110% of the FMR.

Through these modifications, HACSB is able to apply a simplified rent and subsidy structure without changing the total amount of subsidy provided to support the development.

Hardship Case Criteria

HACSB recognizes that under some circumstances, households may experience a hardship that makes it challenging to pay the applicable rent under this activity. Hardship exemption criteria have been developed for households whose rent burden exceeds 40% while participating in this program.

To be eligible for a hardship exemption, the household must:

1. Have a rent burden greater than 40%. Rent burden is calculated as the household's monthly rent portion (the applicable tax credit rent) divided by the household's gross monthly income; and
2. Request a hardship exemption in writing in accordance with HACSB's policies; and
3. Be in compliance with HACSB's policies, program rules, and regulations.

A hardship exemption may be approved for the following reasons:

1. The family experiences a death of a household member with income;
2. Any income-earning member of the assisted family no longer remains in the unit;
3. An elderly or disabled household experiences a permanent loss of income;
4. Unforeseen and involuntary permanent loss of income for a family member under the age of 18.
5. Unforeseen involuntary loss of employment or unforeseen loss of income due to major illness as determined by a medical professional.
6. Unforeseen involuntary permanent loss of income for an adult family member who is attending high school.

If a hardship exemption has been approved, HACSB will reduce the household's TTP to 40% of gross income for a period of six months. During the hardship exemption period, HACSB will continue to pay the flat subsidy of \$564 per month plus the difference between the household's reduced TTP and the tax credit rent ("Hardship HAP" – the difference between 40% of the household's gross income and the applicable tax credit rent). At the end of the hardship exemption period, the household's TTP will return to the tax credit rent and the HACSB subsidy will return to the flat subsidy of \$564. For example:

A 3-person household is residing in a 2-bedroom 50% tax credit unit. They pay the tax credit rent of \$758 per month. Their income is \$27,315 per year and their rent burden is 33.3%.

A 17 year-old member of the household experiences an unforeseen and involuntary permanent loss of income. The household's new income is \$21,000 per year. Their rent burden is now 43.3%.

HACSB approves a hardship exemption for the household based upon the unforeseen and involuntary permanent loss of income for a family member under the age of 18. For six months, the household's TTP will be set at 40% of their gross income, or \$700. During this time, HACSB will continue to pay the flat subsidy of \$564 per month, plus the difference between the TTP and the tax credit rent, or \$58. The total HACSB subsidy to the owner during the hardship exemption period will be \$632.

At the end of the hardship exemption period, the household's TTP will return to the tax credit rent. The HACSB subsidy will return to the flat subsidy of \$574.

No more than one hardship exemption per household may be approved within a 12-month period. Approval will be subject to the availability of funds.

HACSB will apply MTW funding flexibility to create a “Tenant Rent Burden Protection Fund” from which the Hardship HAP will be paid. HACSB and its developer partner will both contribute to this fund to ensure the availability of hardship exemptions for rent-burdened households.

iii. Planned Non-Significant Changes

None.

iv. Planned Changes to Metrics/Data Collection

None. In accordance with HUD Form 50900, HACSB will report on this activity using the following metrics:

- HC #1: Additional Units of Housing Made Available

v. Planned Significant Changes

None.

B. Not Yet Implemented Activities

HACSB does not currently have any activities that are approved and not yet implemented.

C. Activities on Hold

Activity 3: Alternate Assessment Programs

This activity was approved in our FY 2009 Annual MTW Plan and was placed on hold in FY 2011.

i. Activity Description and Reason(s) for On-Hold Status

This activity was approved through HACSB's FY 2009 Annual MTW Plan and has not been implemented. The activity was placed on hold via HACSB's FY 2010 Annual MTW Plan.

The activity allows HACSB to opt out of the HUD SEMAP and PHAS scoring systems and establish its own program assessment systems designed to measure the quality and timeliness of work performed under the MTW Agreement.

HACSB formally opted out of the PHAS and SEMAP on December 8, 2010, and will continue to retain its high performer status until a new MTW-wide successor system is adopted, at which time HACSB can be fully scored under that system.

At HUD's 2009 Annual MTW Conference we learned that there was an effort to establish an MTW-wide successor to the Section Eight Management Assessment Program (SEMAP) and Public Housing Assessment Program (PHAS) systems currently in place. Rather than develop its own assessment system, HACSB determined that it would instead place this activity on hold until the MTW-wide assessment system is implemented. The MTW-wide assessment system is still in development, and this activity remains on hold pending approval and implementation of that system.

ii. Plan for Reactivation

HACSB continues to participate in a working group consisting of team members from various MTW agencies nationwide in an effort to develop a replacement assessment. A final recommendation will be made pending consensus from the current active MTW agencies.

The exact date for implementation of the MTW-wide assessment system is not yet known. The system will need to be approved by HUD prior to implementation, and a target date has not yet been set.

iii. Non-Significant Changes or Modifications Since Approval

No modifications are proposed for this activity.

D. Closed Out Activities

Activity 2: Strategic Investment Policies

i. Approval, Implementation, and Close-Out Years

This activity was approved through our FY 2009 Initial Annual MTW Plan and implemented in November 2010. The activity was closed out through HACSB's FY 2019 Annual MTW Plan.

ii. Reason(s) for Close-Out

This activity was closed out in response to HUD's comments regarding the HACSB FY 2019 Annual MTW Plan, wherein HUD stated that Notice PIH 2011-67 (Implementation of New Cash Management Requirements for the Housing Choice Voucher Program) effectively nullifies the activity and requested that the activity be moved to the Closed Out Activities section of HACSB's Annual MTW Plan.

Activity 6: Elimination of Assets

i. Approval, Implementation, and Close-Out Years

This activity was approved in our FY 2009 Annual MTW Plan and was implemented on October 1, 2009. The activity was closed out through HACSB's FY 2019 Annual MTW Plan.

ii. Reason(s) for Close-Out

This activity was closed out due to the merge of activities 5 (Local Verification Policies), 6 (this activity), 9 (Elimination of Earned Income Disallowance), and 17 (Local Income Inclusions) through HACSB's FY 2019 Annual MTW Plan. This activity is now closed out as a separate activity. However, the modifications originally included through this activity are now incorporated into activity 5, which was re-titled "Simplified Income Determination" through HACSB's FY 2019 Annual MTW Plan.

Activity 7: Controlled Program Moves

i. Approval, Implementation, and Close-Out Years

This activity was approved in our FY 2009 Annual MTW Plan and implemented on February 1, 2010. The activity was closed out through HACSB's FY 2019 Annual MTW Plan.

ii. Reason(s) for Close-Out

This activity resulted in a significant decrease in agency costs and staff time spent related to processing voluntary moves. In FY 2017, both costs and time spent reflected approximately a 64% decrease over the baselines. The staff time spent per move was 42% lower in FY 2017 than the baseline value. However, because the total number of moves did not decrease as much as was anticipated, the benchmarks for staff time and cost savings were not reached.

As with all of our MTW activities, HACSB performed internal monitoring of aspects of the Controlled Program Moves activity beyond what was reported through our annual MTW reports. We found that, while this activity resulted in cost and time savings related directly to a reduction in the number of moves processed annually, it also resulted in additional administrative burden in other areas. For example, we identified an increase in the number of moves requested as a reasonable accommodation and/or under the provisions of the Violence Against Women Act (VAWA) after implementation of this activity. Additionally, the two-year lease requirement caused other challenges, especially for families nearing the end of their participation in the Term-Limited Lease Assistance Program. As a result, we eliminated the two-year lease requirement and closed out this activity through our FY 2019 Annual MTW Report.

Activity 9: Elimination of Earned Income Disallowance

i. Approval, Implementation, and Close-Out Years

This activity was initially included in HACSB's FY 2009 Initial Annual MTW Plan and became effective on October 1, 2009, for participants in the Housing Choice Voucher and Public Housing programs. The activity was closed out through HACSB's FY 2019 Annual MTW Plan.

ii. Reason(s) for Close-Out

This activity was closed out due to the merge of activities 5 (Local Verification Policies), 6 (Elimination of Assets), 9 (this activity), and 17 (Local Income Inclusions) through HACSB's FY 2019 Annual MTW Plan. This activity is now closed out as a separate activity. However, the modifications originally included through this activity are now incorporated into activity 5, which was re-titled "Simplified Income Determination" through HACSB's FY 2019 Annual MTW Plan.

Activity 15: Pilot Work Requirement

i. Approval, Implementation, and Close-Out Years

This activity was approved in the FY 2010 Annual MTW Plan. The work requirement was implemented on January 1, 2013, for the Maplewood Homes Public Housing community, and expanded to include all inbound portability families effective August 1, 2010. The work requirement at Maplewood Homes was ended in FY 2016 as a result of the RAD conversion of that site. The work requirement for portability families was ended and this activity was closed out through HACSB's FY 2019 Annual MTW Plan.

ii. Reason(s) for Close-Out

This activity was closed out as a result of internal analysis which identified certain challenges in administering the work requirement, as well as advantages of ending the requirement. Ending the work requirement will reduce administrative burden, streamline HACSB's processes, and increase housing choice for families who desire to exercise portability to San Bernardino County. Additionally, ending the work requirement will empower families to make decisions about their housing and employment that are best for their unique family circumstances.

Activity 16: Operating Subsidy for Vista del Sol

i. Approval, Implementation, and Close-Out Years

This activity was approved through the second amendment to our FY 2010 Annual MTW Plan and implemented on April 23, 2010. This activity was closed out via HACSB's FY12 Annual MTW Plan.

ii. Reason(s) For Close-Out

On September 15, 2010, HACSB executed a Project-based Voucher contract, and no longer needs the operating subsidy.

Activity 17: Local Income Inclusions

i. Approval, Implementation, and Close-Out Years

This activity was approved in our FY 2011 Annual MTW Plan and implemented on May 1, 2011. This activity was modified through HACSB's FY 2015 Annual MTW Plan. The activity was closed out through HACSB's FY 2019 Annual MTW Plan.

ii. Reason(s) for Close-Out

This activity was closed out due to the merge of activities 5 (Local Verification Policies), 6 (Elimination of Assets), 9 (Elimination of Earned Income Disallowance), and 17 (this activity) through HACSB's FY 2019 Annual MTW Plan. This activity is now closed out as a separate activity. However, the modifications originally included through this activity are now incorporated into activity 5, which was re-titled "Simplified Income Determination" through HACSB's FY 2019 Annual MTW Plan.

Activity 21: Utility Allowance Reform

i. Approval, Implementation, and Close-Out Years

This activity was approved in our FY 2012 Annual MTW Plan; it was never implemented. This activity was never implemented.

ii. Reason(s) For Close-Out

This activity allowed HACSB to develop a flat utility allowance schedule for the Housing Choice Voucher Program based on the consumption methodology versus the traditional engineering methodology. However, subsequent development of other programs—namely, our Term-Limited Lease Assistance Program and the Streamlined Lease Assistance Programs—eliminate the need for a utility allowance. These programs are designed to incorporate the cost of utilities into the subsidy amount without the need to apply a utility allowance separately. As a result, the utility allowance schedule is no longer necessary.

HACSB will continue to monitor the success of the Streamlined Lease Assistance and Term-Limited Lease Assistance programs but at this time, the Agency has postponed utility allowance reform indefinitely.

Section V: Sources and Uses of MTW Funds

A. MTW Plan: Sources and Uses of MTW Funds

The following tables reflect anticipated MTW funding and expenses based upon information available to HACSB at the time of this writing. Some information is currently unavailable. As a result, the values reported at the time this Plan is posted for public comment may change when this Plan is presented to the HACSB Housing Commission for approval, and/or when the Plan is submitted to HUD for approval.

i. Estimated Sources of MTW Funds

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	1,500
70600	HUD PHA Operating Grants	91,082,515
70610	Capital Grants	10,491,680
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	6,995,233
71100+72000	Interest Income	15,000
71600	Gain or Loss on Sale of Capital Assets	-
71200+71300+71310+71400+71500	Other Income	145,196
70000	TOTAL REVENUE	108,731,124

ii. Estimated Uses of MTW Funds

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	8,073,964
91300+91310+92000	Management Fee Expense	2,256,326
91810	Allocated Overhead	-
92500 (92100+92200+92300+92400)	Total Tenant Services	240,366
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	90,112
93500+93700	Labor	-
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	894,469
95000 (95100+95200+95300+95500)	Total Protective Services	-
96100 (96110+96120+96130+96140)	Total insurance Premiums	75,797
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	710
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	-
97100+97200	Total Extraordinary Maintenance	8,691,184
97300+97350	Housing Assistance Payments + HAP Portability-In	88,408,196
97400	Depreciation Expense	-
97500+97600+97700+97800	All Other Expenses	-
90000	TOTAL EXPENSES	108,731,124

DESCRIPTION OF VARIANCE BETWEEN ESTIMATED TOTAL REVENUE AND ESTIMATED TOTAL EXPENSES

None.

iii. Description of Planned Use of MTW Single Fund Flexibility

In December 2014 HACSB was approved for conversion of its entire Public Housing portfolio under the Rental Assistance Demonstration (RAD) program. As units are converted the existing Public Housing funding will be converted to voucher funding. The converted funding is subject to the single-fund flexibility authorized under the second amended MTW Agreement between HACSB and HUD, which allows HACSB to combine Public Housing Operating Funds, Public Housing Capital Funds, and voucher program funds, for the purposes specified in the MTW Agreement.

Single-fund flexibility is crucial to HACSB's affordable housing development efforts. By leveraging multiple internal sources (Capital Fund, RHF, Voucher funding), HACSB is able to maximize funding from private sources and therefore is able to develop a greater number of housing units. For example, within the Waterman Gardens public housing revitalization project, single-fund flexibility is utilized to increase RAD contract rents to match local market rent levels, thereby allowing us to generate more private debt and equity necessary for new construction.

PLANNED USE OF SINGLE FUND FLEXIBILITY

1. HACSB's Local FSS activity (#19) is funded using single fund flexibility with savings achieved through other MTW activities.
2. HACSB's Career Development Initiatives (CDI) department and its services, which are not a separate MTW activity, are funded using single fund flexibility.
3. HACSB's post-assistance tracking survey for Term-Limited Lease Assistance families, implemented in FY 2018, includes a financial incentive for survey participants which is funded through the single fund flexibility.
4. HACSB is authorized to use Section 9 (Public Housing) funds defined as Public Housing operating reserves, Capital Fund Grants, Replacement Housing Factor Funds, and Demolition and Disposition Transitional Funds at former Public Housing properties that have been converted to Project-Based Voucher (PBV) properties through the Rental Assistance Demonstration. This authorization applies to accumulated reserves, including MTW reserves, and any future allocation of the funds specified in this authorization. The funds will be used for capital needs rehabilitation, operating expenses, and redevelopment costs.

B. MTW Plan: Local Asset Management Plan

i. Is the MTW PHA allocating costs within statute?

No.

ii. Is the MTW PHA implementing a local asset management plan (LAMP)?

Yes.

iii. Has the MTW PHA provided a LAMP in the appendix?

Yes. Please see Appendix E.

iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

No changes to the LAMP are anticipated during the Plan Year.

C. Rental Assistance Demonstration (RAD) Participation

i. Description of RAD Participation

RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

HACSB has received HUD approval to convert our entire Public Housing portfolio under the RAD program, and is currently in the process of doing so. We anticipate that all units will be converted through the project-based voucher (PBV) program by FYE 2020.

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

No. RAD Significant Amendments were previously included with prior year MTW Plans.

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

HACSB is not submitting a RAD Significant Amendment through this MTW Plan.

Section VI: Administrative

- A. **Board Resolution and Certifications of Compliance** –The resolution of the Housing Commission adopting this Annual MTW Plan along with the Certificate of Compliance prescribed by HUD in Exhibit B of the MTW agreement are included in Appendix A to this Plan.

- B. **Documentation of Public Process** – A detailed timeline and related documentation of the public process for this MTW Plan are included in Appendix B to this Plan.

- C. **Planned and Ongoing Evaluations** – In FY 2020, HACSB plans to continue working with Loma Linda University (LLU) for third-party evaluation of certain MTW activities. Please refer to Appendix C for more information.

- D. **Lobbying Disclosures** – copies of the Disclosure of Lobbying Activities (SF-LLL) and the related Certification of Payments (HUD-50071) are included in Appendix D to this Plan.

Appendix A: Board Resolution

The following documents are or will be attached in this appendix:

1. The Resolution of the San Bernardino County Housing Commission approving this FY 2020 Annual Moving to Work Plan Amendment 3.

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Appendix B: Public Process

The following steps have been or will be taken by HACSB to ensure a thorough public process in the development and adoption of this FY 2020 Annual MTW Plan Amendment 3. This Amendment is a technical revision only and does not require a thirty-day public comment period or public hearing.

Date	Action
April 14, 2020	Plan to be presented to HACSB Board of Commissioners. Resolution to be included in Appendix A.

Appendix C: Planned and Ongoing Evaluations

HACSB has contracted with Loma Linda University (LLU) for third-party evaluation of several MTW initiatives. A brief summary of those evaluations is included in this section.

1. **Term-Limited Lease Assistance Program (Activity 20):** LLU is performing a longitudinal study of this activity. The study follows participating families through their progress from initial lease-up through their end of term, tracking their goals and accomplishments. In FY 2017, HACSB implemented an additional tracking component to monitor the self-sufficiency related progress of families for up to two years after commencement of housing assistance through a voluntary survey process. The evaluation will continue in FY 2020, and information gained through the study will continue to be used to adapt and develop the activity.
2. **No Child Left Unsheltered (Activity 23):** Since 2015 LLU has also conducted a longitudinal study of his activity to identify its effects on participating families. The evaluation focuses on family safety and stability, physical and mental health of adults and children, school attendance of children, employment, income, education advancement, self-sufficiency activities, financial choices, use of resources, and other effects on children. The reports and recommendations provided by LLU as a result of the evaluation have informed HACSB's policy decisions regarding the NCLU activity, especially the enhancements and modifications made through HACSB's FY 2019 MTW Annual Plan. The reports indicated that the activity has had strong positive effects on the mental health and well-being of children participating in the program. The evaluation will continue in FY 2020.
3. **Other Activities:** HACSB has also contracted with LLU for future evaluations of HACSB's MTW activities, permanent supportive housing developments such as Golden Apartments and Desert Haven Apartments, and other future programs and services. In FY 2019, a needs assessment was conducted for residents of HACSB's Maplewood Homes RAD housing site to help guide the placement of resources for families. Future evaluations will be developed and conducted as requested by HACSB. The evaluations will assess the impact on program participants and determine if program and service delivery methods should be modified. More information about these evaluations will be included as they are developed.

Appendix D: Lobbying Disclosures

Signed copies of the following forms are included in this appendix:


1. Disclosure of Lobbying Activities (SF-LLL)
2. Certification of Payments (HUD-50071)

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 8,27,31,35,39	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Housing and Urban Development	7. Federal Program Name/Description: Moving to Work CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Potomac Partners DC 700 Pennsylvania Ave SE, Suite 320 Washington, DC 20003	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Alcalde, Rick; Feliz, Dan	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Maria Razo</u> Title: <u>Executive Director</u> Telephone No.: <u>(909) 332-6305</u> Date: <u>06/10/2019</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 03/31/2020)

Applicant Name

Housing Authority of the County of San Bernardino

Program/Activity Receiving Federal Grant Funding

Moving to Work Program

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

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

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

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

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

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

Name of Authorized Official

Maria Razo

Title

Executive Director

Signature



Date (mm/dd/yyyy)

06/10/2019

Previous edition is obsolete

form HUD 50071 (01/14)
ref. Handbooks 7417.1, 7475.1, 7485.1, & 7485.3

**Housing Authority of the County of San Bernardino
Capital Fund Program- Five Year Plan & Budget (2016-2020)**

AMP 202					
Development	City	Units	Budget	Plan Year	Activities
Waterman Gardens	San Bernardino	252	762,000	2016	Redevelopment Activity (phase 1)
Waterman Gardens	San Bernardino	252	500,000	2017	Redevelopment Activity
Waterman Gardens	San Bernardino	252	500,000	2018	Redevelopment Activity
Waterman Gardens	San Bernardino	252	500,000	2019	Redevelopment Activity
Waterman Gardens	San Bernardino	252	500,000	2020	Redevelopment Activity

* note: balance of units in AMP 202 have completed RAD conversion as of 4/2016

Total- AMP 202 2,762,000

AMP 203					
Development	City	Units	Budget	Plan Year	Activities

* note: balance of units in AMP 203 have completed RAD conversion as of 4/2016

Total- AMP 203 -

AMP 205					
Development	City	Units	Budget	Plan Year	Activities
Cal 19-32 - E. 9th St.	Redlands	12	60,000	2016	Misc. dwelling Improvements
Redlands - Lugonia Site	Redlands	115	200,000	2016	Redevelopment Activities (demolition)
Redlands - Lugonia Site	Redlands	115	500,000	2017	Redevelopment Activities
Redlands - Lugonia Site	Redlands	115	500,000	2018	Redevelopment Activities
Redlands - Lugonia Site	Redlands	115	500,000	2019	Redevelopment Activities
Redlands - Lugonia Site	Redlands	115	500,000	2020	Redevelopment Activities

* note: balance of units in AMP 205 have completed RAD conversion as of 4/2016

Total- AMP 205 2,260,000

**Housing Authority of the County of San Bernardino
Capital Fund Program- Five Year Plan & Budget (2016-2020)**

AMP 206					
Development	City	Units	Budget	Plan Year	Activities
Cal 19-10 - Colton	Colton	40	15,000	2016	Site Improvements
Cal 19-04 - Colton	Colton	85	85,000	2016	Site Improvements

* note: balance of units in AMP 206 have completed RAD conversion as of 4/2016

Total- AMP 206 100,000

AMP 207					
Development	City	Units	Budget	Plan Year	Activities
Cal 19-07, 12 - Barstow	Barstow	114	128,339	2016	Misc. Dwelling Improvements
Cal 19-13, 34 - Barstow	Barstow	104	149,705	2017	Misc. Dwelling Improvements
Cal 19-07, 12 - Barstow	Barstow	114	100,634	2017	Misc. Dwelling Improvements
Cal 19-13, 34 - Barstow	Barstow	104	107,505	2018	Misc. Dwelling Improvements
Cal 19-07, 12 - Barstow	Barstow	114	142,834	2018	Misc. Dwelling Improvements
Cal 19-07, 12 - Barstow	Barstow	114	125,834	2019	Site Improvements
Cal 19-13, 34 - Barstow	Barstow	104	124,505	2019	Site Improvements
Cal 19-07, 12 - Barstow	Barstow	114	112,839	2020	Misc. Dwelling Improvements
Cal 19-13, 34 - Barstow	Barstow	104	137,500	2020	Misc. Dwelling Improvements

Total- AMP 207 1,129,695

AMP 208					
Development	City	Units	Budget	Plan Year	Activities
Cal 19-32, 19-42	High Desert	6	-		Section 32 homes being sold

**Housing Authority of the County of San Bernardino
Capital Fund Program- Five Year Plan & Budget (2016-2020)**

Total- AMP 208

-

AGENCY WIDE				
Development Account		Budget	Plan Year	Activities
Operations		0	2016-2020	Operations
Development Activities		584,100	2016-2020	Replacement Housing Factor
Management Improvements		370,000	2016-2020	Self Sufficiency Programs
Administration		306,049	2016-2020	10% limit
Fees & Costs		400,000	2016-2020	A&E/Consultants, Inspection Costs
Audit		0	2016-2020	Audit Program
Non-Dwelling Equipment		0	2016-2020	Misc equipment
Relocation Costs		150,000	2016-2020	Misc Relocation Costs
Debt Service Pledge		<u>0</u>	2016-2020	CFFP repaid w/ 501-11
Subtotal Annual Agency Wide Activities		1,810,149		
Total - Agency Wide	X5 years	<u>9,050,745</u>		
Grand Total- All AMP's		<u>15,302,440</u>		
Annual Allocation (including RHF)		3,060,488		

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

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

Part I: Summary						
PHA Name: Housing Authority of the County of San Bernardino		Grant Type and Number Capital Fund Program Grant No: CA16P019501-18 Replacement Housing Factor Grant No: CA16P019501-18 Date of CFFP:			FFY of Grant: 2018 FFY of Grant Approval: 2018	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration	2,919,878	2,704,202			
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					

¹ To be completed for the Performance and Evaluation Report.

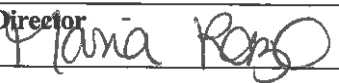
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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

⁴ RHF funds shall be included here.

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

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

Part I: Summary					
PHA Name: Housing Authority of the County of San Bernardino		Grant Type and Number Capital Fund Program Grant No: CA16P019501-18 Replacement Housing Factor Grant No: CA16P019501-18 Date of CFFP:		FFY of Grant:2018 FFY of Grant Approval: 2018	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)-1503 RAD HAP	0	248,992		
20	Amount of Annual Grant: (sum of lines 2 - 19)	2,919,878	2,953,194	2,953,194	0
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		10/04/18			

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

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

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

Part II: Supporting Pages								
PHA Name: Housing Authority of the County of San Bernardino		Grant Type and Number Capital Fund Program Grant No: CA16P019501-18 CFFP (Yes/ No): No Replacement Housing Factor Grant No: CA16P019501-18			Federal FFY of Grant: 2018			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	Moving to Work Demonstration	1492		2,919,878	2,704,202			
CA019000150	RAD HAP	1503			8,152			
CA019000160	RAD HAP	1503			86,775			
CA019000170 – 7 th Street	RAD HAP	1503			52,538			
CA019000170 – Williams Deseret	RAD HAP	1503			39,049			
CA019000170 – Bighorn	RAD HAP	1503			62,478			

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

Appendix G: Local Asset Management Plan (LAMP)

The First Amendment to the Standard MTW agreement executed on May 21, 2009 allowed HACSB to design and implement a local asset management program. The program should include a description of how it is implementing property based management, budgeting, accounting and financial management and any deviations from HUD's asset management requirements. In our FY 2010 MTW Annual Plan, we first described our asset management program and amended it through our FY 2010 MTW Plan – Amendment 3 approved on September 15, 2010. Prior to our designation as an MTW agency, HACSB developed a comprehensive 30 year strategic plan in 2008 that serves as a guiding map in achieving our mission, vision and goals. Some of the goals of our plan include helping our participants achieve self-sufficiency, providing timely housing assistance to needy families, increasing housing options and strengthening our agency, our residents and our community. As good stewards of taxpayer's dollars, we pride ourselves in achieving administrative efficiency while providing the best quality service to the families that we serve. Upon closer examination, we feel that the indirect cost rate methodology will best serve our mission, versus our current fee-for-service methodology. In accordance with the federal Office of Management and Budget (OMB) Circular A-87, we elect to establish a cost allocation methodology to allocate direct and indirect costs and establish an indirect cost rate. The cost allocation plan along with the indirect cost rate is described in detail below and we agree to justify the indirect cost rate established.

HACSB did a detailed examination of our current agency structure including our Central Office Cost Center (COCC) structure and confirmed how intertwined our Central Office was to the agency as a whole. The work done by various departments has resulted in agency wide solutions and it is our combined efforts that will help us achieve our goals. This strengthens the need for an indirect cost rate methodology that allows the flexibility to combine resources and achieve inter-department solutions that are represented as a simple unified solution for the families that we serve and our agency. We wish to keep the funding and administrative processes indistinguishable in the eyes of our customers and hope that our collective efforts at various levels provide the best services, the best support, and the best housing choices for our families. This has led to a centralized effort in many services like information technology, community affairs, administrative services, waiting list and development. Details on some of our departments are provided below.

Information Services (I.S.) – Our centralized I.S. department is responsible for the network and server administration, database and software administration, telecommunications and software and report developments for the entire agency. This is done with a dedicated team of four individuals that support 154 agency computers in 10 locations throughout our county. They respond to an

average of 50 help desk tickets a week that result in around 20 site visits per week. In addition, in February 2010, we were awarded the competitive BTOP grant to provide high speed technology access to underserved communities. Post grant ending, HACSB has continued to fund these centers, which currently consist of four (4) computer centers that are served by three (3) computer technicians and host 24 personal computers and 16 Apple Mac's. Our IS team provides the necessary technical support and manages the computer centers. Our agency partnered with the Career Institute to provide free career, education and job counseling services at these centers.

Community Affairs – Our centralized community affairs department assists in making and strengthening partnerships throughout the County to leverage services and programs to assist our residents in achieving self-sufficiency. These partners include schools, non-profit community organizations, health and human service providers, financial institutions, elected officials, and so forth. Through these efforts, our housing sites are able to sustain services such as child care, financial literacy courses, health services, parenting courses, to name a few examples.

In an effort to outreach to services of greatest need among our residents, in 2010, we partnered with Loma Linda University (LLU) to conduct a detailed needs assessment for one of our Public Housing communities- Maplewood Homes Community (formerly known as Medical Center, 296 units) to determine the appropriate partners that could serve our residents based on resident input and professional analysis. As a result of that assessment, LLU staff and students assisted with follow-up by providing on-site case work management and varying topic workshops. The partnership with LLU has further expanded to include evaluations and assessments of other HACSB MTW initiatives, including Term-Limited Lease Assistance and No Child Left Unsheltered.

Specifically, in an effort to improve the quality of life for residents, HACSB acknowledged the serious health issues caused by second hand smoke and partnered with the County Department of Public Health to search for viable solutions. Though our vast efforts of educating our residents on the harmful effects of smoking, and surveying them for their feedback, we have transitioned several of our affordable housing sites to 100% smoke free developments. This was an effort achieved through the strength of our partnership and the educational health resources provided to our residents.

Administrative Services – The Administrative Services department assists other offices by providing oversight on matters pertaining to the agency's compliance with state and federal requirements. As an example, this department works to ensure compliance with annual filings of Statement of Economic Interests, the Brown Act, Public Records Requests, Fair Housing and Americans with Disabilities Act (ADA). An agency-wide Needs Assessment is currently being conducted to ensure compliance with current ADA requirements,

which will include input from outside agencies and a plan to address any deficiencies. This department also handles our legal issues and is our liaison between the agency and the legal team.

Development – Our centralized Office of Real Estate Development team is responsible for all Real Estate acquisition, rehabilitation, redevelopment and new construction projects. Our dedicated project managers often eliminate the costs associated with outside development and/or construction management consultants. The staff is continuously available to all AMPS as a technical, as well as planning and implementation resource for non-routine maintenance and emergency rehabilitation projects. The Department manages the completion of all Physical Needs Assessments and due diligence reports for the entire portfolio of HACSB residential developments. This department also oversees all of the Capital Fund improvement and rehabilitation projects within the public housing portfolio and administers all grant funding and debt financing that can be associated. Lately, the development team has been actively involved in implementing energy efficiency projects and in 2010 was awarded a \$1.84 million grant at our Maplewood Homes Community (leverage funds for the CFRC grant). This project is currently under construction. Finally, Development administers a very successful homeownership program that has helped 135 families overcome their barriers and achieve the American dream of owning a home. It is a program utilizing a variety of methods to achieve goals for our clients, including Section 32 (converted public housing), Section 8 Homeownership, and a Community Land Trust.

Procurement - Our centralized procurement department is responsible for agency wide contracts enable higher cost savings and fiscal prudence. Centralized duties include the oversight of the contract needs of the sites, management of the bid process, vendor communication, and contract compliance. The sites are responsible for scheduling work, approving invoices, working with the centralized procurement staff to define scopes of work, and ensuring the work is done properly.

Local Asset Management Implementation

Leadership - Our local asset management program will be led by a leadership team consisting of representatives from the following departments: housing programs, development, finance, administrative services, human resources, information technology, procurement and community affairs and policy. They will meet on a biweekly basis to review the combined efforts and ensure the agency is striving to achieve its long-term objectives. This team is also responsible for our Strategic Plan and charters the path annually while ensuring significant milestones are met.

Project-based Management - We expect that all of our programs, regardless of funding source, to be accountable for project-based management, budgeting, and financial reporting. We apply the same expectation of aligning responsibility and accountability to those services that are managed centrally.

HACSB has been operating under project-based budgeting and accounting practices since 2006. We have developed systems and reports to facilitate the onsite management and analysis of budgets, expenses, rent collection and receivables, and purchasing. In accordance with HUD Asset Management guidance, HACSB decentralized its maintenance program in 2008 and each AMP was assigned maintenance personnel, depending on the size and maintenance requirements of the properties in the AMP. HACSB has a decentralized purchasing model for the acquisition of goods. Sites staff use a simple purchasing system that enables them to be able to purchase goods directly from their pool of vendors while still enabling management staff to track spending habits. While the acquisition of goods is decentralized, the agency has adopted a hybrid approach to the acquisition of its services. Centralized duties include the oversight of the contract needs of the sites, management of the bid process, vendor communication, and contract compliance. The sites are responsible for scheduling work, approving invoices, working with the centralized procurement staff to define scopes of work, and ensuring the work is done properly.

Cost Allocation Approach - Under OMB Circular A-87, there is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost be treated consistently in like circumstances, either as a direct or an indirect cost. Consistent with OMB Circular A-87 cost principles, HACSB has identified all of its direct costs and segregated all its costs into pools, as either a direct or an indirect cost pool.

Direct Costs - OMB Circular A-87 defines direct costs as follows: Direct costs are those that can be identified specifically with a particular final cost objective. HACSB's direct costs include, but are not limited to:

- Contract costs readily identifiable with delivering housing assistance to low-income families.
- Housing Assistance Payments, including utility allowances, for vouchers
- Utilities
- Insurance
- Property-based audits
- Staff training
- Interest expense

- Information technology fees
- Portability administrative fees
- Rental Assistance department costs for administering Housing Choice Vouchers including inspection activities
- Operating costs directly attributable to operating HACSB-owned properties
- Fleet management fees
- Maintenance services for unit or property repairs or maintenance
- Maintenance services include, but are not limited to, landscaping, pest control, decorating and unit turnover
- Community Services department costs directly attributable to tenants services
- Gap financing real estate transactions
- Acquisition costs
- Demolition, relocation and leasing incentive fees in repositioning HACSB-owned real estate
- Homeownership activities for low-income families
- Leasing incentive fees
- Certain legal expenses
- Professional services at or on behalf of properties or a portfolio, including security services
- Extraordinary site work
- Any other activities that can be readily identifiable with delivering housing assistance to low-income families
- Any cost identified for which a grant award is made. Such costs will be determined as HACSB receives grants

Indirect Costs - OMB Circular A-87 defines indirect costs as those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. HACSB's indirect costs include, but are not limited to:

- Executive
- Communications
- Certain legal expenses
- Development
- Finance
- Purchasing
- Human Resources

- Housing Finance and Asset Management
- Administration staff and related expenses of the Housing Operations and Rental Assistance Departments that cannot be identified to a specific cost objective.

Indirect Services Fees - HACSB has established Indirect Services Fees based on anticipated indirect costs for the fiscal year. Any indirect costs incurred by HACSB in support of its projects and programs will be incurred by the Central Office Cost Center (COCC) and charged out to the programs in the form of a fee. The four fees are:

- Asset Management Fees
- Management Fees
- Bookkeeping Fees

Asset Management Fees – This fee was described in Plan Year 2010 and was modified through our third amendment to the FY 2010 MTW Annual Plan. The Asset Management Fee uses our fungibility to transfer funds among AMPS and allows us to charge an asset management fee, regardless of whether a project has excess cash. The COCC will continue to charge the Asset Management to the AMPS at the HUD’s determined rate of \$10 per ACC unit

Management Fees – The COCC will continue to charge the Management Fee at the HUD’s determined rate of \$70.64 per units leased to the AMPS and 20% of Administrative Fees for Housing Choice Voucher program.

Bookkeeping Fees - The COCC will continue to charge the Bookkeeping Fee at the HUD’s determined rate of \$7.50 per unit leased to the AMPS and the Housing Choice Voucher program.

Per the requirements of OMB Circular A-87, the indirect services fees are determined in a reasonable and consistent manner based on total units and/or leased vouchers. The fees are calculated as a per-housing-unit or per-leased-voucher per month charged to each program. HACSB will annually review all of its indirect service fees charges in relation to actual indirect costs and will incorporate appropriate adjustments in indirect service fees for the subsequent year, based on this analysis.

Differences between HUD Asset Management and HACSB LAMP - Under the First Amendment, HACSB is allowed to define costs differently than the standard definitions published in HUD’s Financial Management Guidebook pertaining to the implementation of

24 CFR 990. HACSB is required to describe in this MTW Annual Plan differences between our Local Asset Management Program and HUD's asset management program. Below are the three key differences:

- HACSB determined to implement an indirect service fee that is much more comprehensive than HUD's asset management system. HUD's asset management system and fee for service is limited in focusing only on a fee for service at the Low Income Public Housing (LIPH) property level. HACSB's LAMP is much broader and includes local housing and other activities not found in traditional HUD programs. HACSB's LAMP addresses the entire HACSB operation.
- HUD's rules are restrictive regarding cash flow between projects, programs, and business activities. HACSB intends to use its MTW resources and regulatory flexibility to move its MTW funds and project cash flow among projects without limitation and to ensure that our operations best serve our mission, our LAMP cost objectives, and ultimately the low-income people we serve.
- HACSB charges an Asset Management Fee to all AMPS regardless of excess cash by each AMP by the use of our fungibility.

FDS Reporting – HACSB will continue to report on the HUD's established deadlines following the same format as previous years using the Asset Management with COCC/ elimination.

Appendix H: Non-MTW Related Information

Special Purpose Programs

In addition to the MTW Voucher Program, HACSB administers other voucher programs and special programs, such as Mainstream, Housing Opportunities for Persons with AIDS (HOPWA), Veteran's Affairs Supportive Housing (VASH), and Continuum of Care.

Mainstream – This program is designed to provide rental assistance to persons with disabilities to enable them to lease affordable private housing of their choice. At the end of FY 2018, we were providing assistance to 86 families through this program.

Housing Opportunities for Persons with AIDS (HOPWA) - HACSB has partnered with Foothill Aids Project to offer rental assistance and supportive services to persons diagnosed with HIV/AIDS. The Foothill AIDS Project assesses the applicant's duration of participation in their case management program and facilitates location of suitable housing to meet their clients' needs. At the end of FY 2018, we were providing assistance to 41 families through this program.

Veteran's Affairs Supportive Housing (VASH) - HACSB and Veterans Administration Medical Center have partnered to provide rental vouchers and supportive services to eligible homeless veterans with severe psychiatric or substance abuse disorders. The program goals include promoting maximal Veteran recovery and independence to sustain permanent housing in the community for the Veteran and the Veteran's family. At the end of FY 2018, we were providing assistance to 367 families through this program.

Master Leasing Program – This program is funded by State of California Mental Health Services Act funds and serves mentally ill or developmentally disabled families with emergency shelter housing. Case management and comprehensive support services are provided for residents participating in this program. At the end of FY 2018, we were providing assistance to 15 families through this program.

Continuum of Care Programs - The Continuum of Care Program provides rental assistance for hard-to-serve chronically homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACSB currently administers the following Continuum of Care vouchers:

- **Stepping Stones** - This program provides rental assistance for chronically homeless individuals and families in connection with supportive services funded through the Department of Behavioral Health (DBH). Under this program, HACSB provides the housing services based on eligible referrals from the Coordinated Entry System (CES) and DBH, matches the housing funds by providing supportive services. At the end of FY 2018, we were providing assistance to 32 families through this program.
- **New Horizons** – This program provides rental assistance for hard to serve persons with disabilities in connection with supportive services funded through the Department of Behavioral Health (DBH). This is an ongoing program, and all turnover vouchers focus on providing

housing to chronically homeless households. Under this program, HACSB provides the housing services based on eligible referrals from the CES and DBH, matches the housing funds by providing supportive services. At the end of FY 2018, we were providing assistance to 170 families through this program.

- **Laurelbrook Estates** – This program assists individuals or families experiencing disabling conditions and homelessness and is a Project Based S+C voucher subsidy tied to designated scattered sites throughout the County of San Bernardino. The supportive services are offered through the Department of Behavioral Health. At the end of FY 2018, we were providing assistance to 25 families through this program.
- **Project Gateway** – HACSB formed a partnership with Ontario Housing Authority, Mercy House Living Centers Inc. and Department of Behavioral Health (DBH) to provide permanent housing in conjunction with long term supportive services including mental health care, employment, self-sufficiency etc. to our homeless community. At the end of FY 2018, we were providing assistance to 10 families through this program.
- **Cornerstone** - This program implemented in 2012, and provides rental assistance for hard to serve homeless individuals and families with disabilities in connection with supportive services funded through the Department of Behavioral Health (DBH). HACSB provides the housing services based on eligible referrals from the CES and DBH, matches housing funds by providing supportive services. At end of FY 2018, we were providing assistance to 35 families through this program.
- **Whispering Pines** - This program implemented in 2012, and provides rental assistance for hard to serve homeless individuals and families with disabilities in connection with supportive services funded through the Department of Behavioral Health (DBH). HACSB provides the housing services based on eligible referrals from the CES and DBH, matches housing funds by providing supportive services. At the end of FY 2018, we were providing assistance to 18 families through this program.
- **Lantern Woods** - This program implemented in 2012 and is a Project Based S+C voucher subsidy tied to designated sites in the County of San Bernardino. The supportive services are offered through the Department of Behavioral Health for homeless individuals and families. At the end of FY 2017, we were providing assistance to 15 families through this program.

HACSB College Scholarship Program

For 24 years, the Housing Authority has been proud to assist eligible participants in achieving their higher educational goals through scholarships. To date, HACSB has awarded 290 students with \$2015,500 in scholarships. Current participants/residents in Housing Choice Voucher programs, Public Housing programs, or other HACSB affordable housing communities are eligible to apply. Students need to be accepted by or currently attending a four-year college/university, community college, or technical/vocational school. Students attending a four-year college or university receive a \$1,500 scholarship while community and technical/vocational students receive a \$750 scholarship. The Housing Authority uses non-public funds to promote educational success among their participants.

In 2018 and early 2019, five students were awarded scholarships to assist them with their college expenses. The following recipients are attending one of the following colleges/universities: Brandman University, Ashford University, Pasadena City College, Azusa Pacific University, and Prairie View A&M. Their areas of study include majors such as: Chemistry, Psychology, Animation, and Special Education. HACSB also received a \$1,500 donation for the scholarship fund from Mr. Bob Doshi and his family, longtime landlords of our voucher program. This is the second year that the Doshi family has donated to this cause. Mr. Doshi believes in helping our families succeed: “We care about the families we serve through the Housing Authority and education is a key component to success.” He hopes his contribution will also inspire other landlords of the program to donate to this important cause.

Knowledge & Education for Your Success (KEYS)

KEYS is a 501(c)(3) nonprofit corporation created in 2009 by HACSB to consolidate HACSB’s array of supportive services, centralize strategic community partnership development, and to provide additional support and services for economically disadvantaged families and children. The development of KEYS created a unique opportunity to utilize non-traditional, non-PHA funding sources to bring additional resources not only to the clients that HACSB serves, but to be able to spread resources to those in need, not directly served by HACSB, subsequently assisting HACSB in achieving our mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

The mission of KEYS is to empower low-income individuals and families in San Bernardino County and to unlock their potential for success. KEYS is committed to a community where individuals and families can lead meaningful and empowered lives and pass that legacy to future generations.

Over the past fiscal year, KEYS has focused on some of the county’s families in greatest need. In January 2015, in partnership with HACSB and the San Bernardino County Transitional Assistance Department (TAD), KEYS launched the Housing Support Program (HSP), a Rapid Rehousing program based on national best practices to rapidly transition eligible homeless families with children back into permanent housing. The Housing Support program was followed by the launch of two additional Rapid Rehousing programs called Keys for Success (KFS) and Keys for Life (KFL) through U.S. Department of Housing and Urban Development’s Continuum of Care aimed at serving homeless individuals and families that need housing and intensive case management up to 24 months. KEYS has utilized its experience with the SSVF program and housing navigation to rapidly identify and secure permanent housing for families. As part of the ongoing support of the families (up to 6 months) and to ensure stabilization KEYS utilizes its Family Strengthening casework model to ensure resources and tools are in place for the family to maintain their housing over time and increase economic independence.

To date, the KEYS HSP has assisted 1,795 homeless families, including 4,899 children, with services such as case management, family stabilization, and connecting the family to support services such as skill building, home readiness, and career development. 1,240 families were housed, including 3,028 children. KEYS KFL and KFS programs have served more than 90 homeless individuals and their families, and to date the SSVF program has served more than 500 veterans.

KEYS continues to focus on a “collective impact” strategy which aligns with a county wide approach.

Together, KEYS, HACSB, and our many community partners are working diligently to change the trajectory for families living in poverty and provide a safe and unique environment to help them thrive and become self-sufficient.

Other Affordable Rental Housing

HACSB owns 1,199 Non-HUD residential units along with 4 commercial units (Frankish Building). Many of those units are affordable as a result of public funds, such as HOME and Redevelopment Housing Set-Aside funds. For more information please refer to the Authority Owned Housing Stock under the Housing Stock Information in Section II: General Housing Authority Operating Information of this report.

Affiliate Non-Profit – Housing Partners I, Inc. (HPI, Inc.) was created in 1991 to develop, own, and manage affordable housing as an affiliate non-profit of HACSB. HPI, Inc.’s designation as a Community Housing Development Organization (CHDO) allows it to apply for and receive HOME funds from the County of San Bernardino, Department of Community Development and Housing and other cities for the acquisition, development and rehabilitation of housing units. With over 20 years of housing development experience behind it, HPI, Inc. provides HACSB the means with which to leverage a variety of public as well as private funding sources to continue to increase the supply of affordable housing throughout the county of San Bernardino.

In 2017 HPI completed the Horizons at Yucaipa development, a new construction affordable senior project that provides 50 units of affordable senior housing. HPI also acquired a 25-unit development in the City of Loma Linda for homeless and affordable Veteran Housing, providing much need supportive services to Veterans living on site. In 2018 HPI completed Loma Linda Veteran Village, a project in partnership with Meta Housing that provides 87 affordable housing units for veterans and their families.

HPI Property Acquisitions LLC is an HPI, Inc. controlled entity that owns 241 units throughout the County of San Bernardino. HPI Inc. and its affiliates own a total of 704 units, detailed in the following table.

		AFFILIATE NON-PROFIT		
PROPERTY NAME	CITY	UNITS	ENTITY	
Acacia Property	Fontana	28	HPI Property Acquisition LLC	
Desert Village	Victorville	46	HPI Property Acquisition LLC	
Chehalis Property	Apple Valley	30	HPI Property Acquisition LLC	

AFFILIATE NON-PROFIT				
PROPERTY NAME	CITY	UNITS	ENTITY	
Kendall Drive Apts.	San Bernardino	37	HPI Property Acquisition LLC	
Kendall Park Apts.	San Bernardino	52	HPI Property Acquisition LLC	
Robert O. Townsend	Montclair	48	HPI Property Acquisition LLC	
Phoenix Apartments	San Bernardino	7	HPI Wall Avenue LLC	
Horizons at Yucaipa	Yucaipa	50	HPI, Inc. Portfolio	
Vista del Sol	Redlands	71	HPI, Inc. Portfolio	
Scattered Sites – Region 1	Loma Linda, Redlands, Yucaipa, Bloomington, Colton, Fontana, Rancho Cucamonga	97	HPI, Inc. Portfolio	
Scattered Sites – Region 2	Ontario, Montclair, Chino	107	HPI, Inc. Portfolio	
Scattered Sites – Region 3	Adelanto, Apple Valley, Hesperia, Victorville, Joshua Tree, 29 Palms, Yucca Valley	131	HPI, Inc. Portfolio	
TOTAL UNITS		704		

Appendix I: Fact Sheets

At HACSB, communication and education of team, participants, residents, landlords and community is critical to the success of our innovative programs. We have attached some of our sample Fact Sheets which are handy reference guides about our MTW programs and services. These fact sheets are posted online at www.hacsb.com and are also available at our offices.



Housing Authority of the County of San Bernardino

WHO WE ARE FACT SHEET

The Housing Authority of the County of San Bernardino (HACSB) is one of the most progressive housing authorities in the Country and also the largest provider of affordable housing in San Bernardino County. HACSB proudly owns and/or manages programs with 13,225 housing units and vouchers combined to serve approximately 30,000 people, most of whom are seniors, individuals with disabilities, veterans, and children.

Unlike other health and human services programs, we provide housing assistance based on the number of vouchers and public housing units for which we are authorized and funded through the U.S. Department of Housing and Urban Development (HUD) – unfortunately we do not have the resources to provide immediate housing assistance. As families move off our various affordable housing programs, new families are pulled and housed off the waiting list. As a result, it takes years for low-income families to receive housing assistance.

A common misconception about affordable housing programs is that low-income households do not work and/or work minimal hours and rely on government assistance. However, the reality is most do work, but their earnings, despite educational and/or professional training levels, do not pay enough. The table below outlines income and occupational levels at various income levels:

INCOME	OCCUPATION PER HOUR/ANNUAL INCOME		
EXTREMELY LOW	Fast-Food Cook (\$9.54/\$21,017)	Hairdresser (\$11.21)	Home Care Aides (\$11.60/\$29,440)
VERY LOW	Preschool Teacher (\$14.05/\$32,028)	Paramedics (\$15.39/\$36,157)	Mail Clerks (\$14.10/\$29,800)
LOW	LVN (\$22.66/\$47,377)	Truck Driver (\$22.75/\$49,093)	Construction Laborers (\$17.10/\$40,564)
MODERATE	Fire Fighter (\$25.84/\$58,625)	Teachers (NA/\$67,728)	Fashion Designers (\$21.11/\$49,254)
MIDDLE	RN (\$45.90/\$96,164)	Police (\$44.17/\$89,788)	Airline Pilots (\$27.84/\$76,721)
HIGH	Physician (\$58.61/\$157,368)	Attorney (\$63.67/\$133,548)	High-Level Management (\$86.15/\$188,992)

HUD defines affordability as paying no more than 30% of monthly household income towards rent. In San Bernardino County, the median asking rent is \$1,566. For the professions outlined above, that amount can mean a rent burden as high as 81%. (Citation: California Housing Partnership, SBC Renters in Crisis, May 2017)

HOUSING TYPES

HACSB is committed to providing both traditional affordable housing assistance as well as mixed-income housing developments that complements existing communities.

The following are three main programs HACSB manages and/or administers:

Tenant-Based Voucher Rental Assistance Program Units: 10,653

These units are privately owned, with rent subsidies paid directly to owners by the Housing Authority. These programs are managed by HACSB offices in Ontario, San Bernardino, Upland, and Victorville. (This program is commonly known as Section 8.)

Public Housing Units: 562

These units are owned and managed by the Housing Authority through its offices in Barstow, Colton, San Bernardino, and Upland.

Housing Authority-Owned Units: 2,478

These units are owned by the Housing Authority and were either acquired or developed through a variety of partnerships with the state of California, San Bernardino County Department of Community Development and Housing, various cities throughout the county, and Housing Partners I Inc., a nonprofit public housing corporation.

MOVING TO WORK

As a high-performing and innovative agency, in 2008, HACSB received the Moving to Work (MTW) designation by Congress and the U.S. Department of Housing and Urban Development (HUD). The designation provides HACSB with the flexibility to waive some HUD program requirements and develop local policies that are best suited for the various communities in San Bernardino County. Currently there are 39 designated MTW agencies out of 3,200 housing authorities nationwide.

As a result, HACSB has transformed its agency by executing innovative initiatives based on the three key MTW objectives: saving taxpayer dollars through efficient work; helping families achieve economic independence; and ensuring a family's freedom of housing choice. The table below highlights the initiatives HACSB has implemented; efforts that traditional Housing Authorities may not be able to accomplish.

ADMINISTRATIVE EFFICIENCIES

- Single Fund Budget
- Strategic Investment Policies
- Alternate Assessment Program
- Biennial Recertifications
- Local Verification Policies
- Elimination of Assets
- Controlled Program Moves
- Local Asset Management
- Operating Subsidy for Vista del Sol
- Property Management Innovation
- Utility Allowance Reform
- Streamlined Lease Assistance Program
- Local Inspection Standards

ECONOMIC INDEPENDENCE

- Local Policies for Portability
- Elimination of Earned Income Disallowance
- Minimum Rent
- Local FSS program
- Term Limited Lease Assistance Program
- No Child Left Unsheltered
- Transition for Over-Income Families
- Pilot "Work" Requirement

EXPANDING HOUSING CHOICE

- Local Project-Based Voucher
- Local Payment Standards
- Project-Based Voucher
- Flexibility for Horizons at Yucaipa Senior Housing

MOVING TO WORK (CONTINUED)

These initiatives have resulted in positive outcomes related to the three MTW objectives for HACSB and the families we serve. In FY 2017, the following outcomes were achieved as a result of changes made with MTW flexibilities:

- Total cost savings from MTW activities: **\$631,647**
- Staff time savings from MTW activities: **26,472 hours**
- Average earned income for families participating in Streamlined Lease Assistance Program increased by **12%**, and the number of families receiving TANF decreased by **3.3%** in the 3 years since implementation.
- The number of families leasing in areas of poverty and/or minority concentration has decreased by **8%** as a result of the Local Payment Standards activity.
- Average earned income increased **60.2%** since implementation for families participating in the Term Limited Lease Assistance Program.
- For families in the Term Limited Lease Assistance program, full-time employment increased **19.3%** since implementation.

MORE THAN JUST HOUSING

Through partnerships with other entities, HACSB provides the following resources and support:

HACSB's Career Development Initiatives Team helps families with career mentoring; resume building; overcoming barriers to employment; financial literacy/capability skills, such as budgeting and credit/asset building; and other employment development services.

The partnership with the **San Bernardino County Workforce Development Department (WDD)** provides on-site Workforce Development Specialists (WDS) who work exclusively with HACSB customers. Since 2013, the WDD and HACSB staff have performed approximately 550 job placements with wages ranging from \$9 to \$23 per hour. HACSB and WDD also established the Youth Employment Program from 16- to 24-year-olds to take advantage of up to six months of subsidized employment experience.

Mutual customers have access to the county's **Transitional Assistance Department (TAD)** Programs and Supportive Services and are specifically targeted for the CalWORKS Youth Employment Program and the CalWORKS Subsidized Employment Program for adults. HACSB provides housing support and coaching while TAD offers job training, placement opportunities, and supportive services.

Over the past 26-years through **HACSB's Annual Scholarship Program**, HACSB has awarded 292 students attending colleges, universities, and technical/vocational schools with \$219,250 in scholarships.

HACSB's Homeownership Assistance Program, which since its inception in 2000, has helped 232 families achieve homeownership. Since 2009, this program has ranked among the top in the nation in creating new homeowners each year.

Staff also makes **direct referrals to over 50 partner agencies** to provide program participants with vocational training, ESL classes, financial literacy education, parenting classes, mental health services, support groups, and small business development classes.

HOUSING AUTHORITY of the County of San Bernardino BY THE NUMBERS

 **2,478**
Housing Authority-owned units

 **10,653**
vouchers for **25,348**
individuals

 **13**
public housing developments
in **10 cities**

 **128**
employees across
17 offices

 **50+**
community and government
partners

 **61,448**
applicants on various
waiting lists

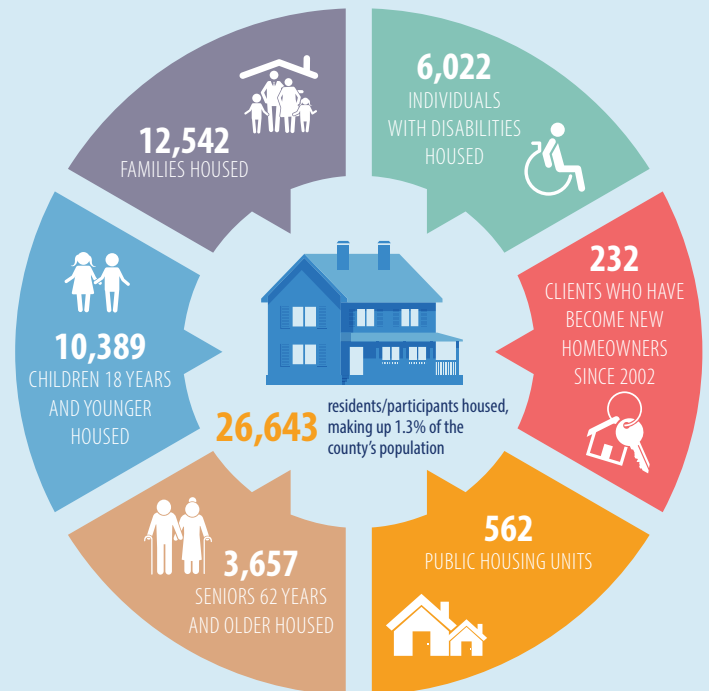
 **292**
scholarship recipients
since **1991**

\$131 million
added to the county's economy
during fiscal year 2016-17

\$86 million
paid to nearly 4,600 landlords
for housing assistance

\$9.9 million
paid to 678 vendors for various
programs and services

\$3.4 million
spent on rehabilitation, construction
and acquisition of housing units



APRIL
2018

HACSB offers language assistance free of charge. For assistance with this document, please contact our office at 909.890.0644.
HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al 909.890.0644.



Term-Limited Lease Assistance Program

Summary of Outcomes from Year 1–5

Established in 2012, the Term-Limited Lease Assistance Program couples five years of housing assistance with case management and supportive services to help participating families achieve economic self-sufficiency. In April 2017, the first set of families who leased under this new program began to transition off of the program after five years of assistance.

Innovative programs like this are vital to addressing the growing need for affordable housing in our communities and made possible given our special Congressional designation

under the Moving to Work (MTW) demonstration program. MTW provides only 1% of all Housing Authorities nationwide with the unique opportunity to design and test innovative, locally-designed programs and services to best meet their local communities and residents.

HACSB has partnered with Loma Linda University to conduct a longitudinal study of the families participating in the Term Limited Lease Assistance Program. The statistics below highlight the results of the program's fifth year results.

Outcomes from Year One to Five of the Program

INCOME AND EMPLOYMENT

- Average Household Income: **\$25,312***
- Average Household Earned Income: **\$18,776** (\$20,956 for families with full-time employment)
- Families with Earned Income: **75.1%**
- Changes from year 1 - 5:
 - **12.8%** Increase in income from wages*
 - **52.5%** Decrease in income from welfare
 - **19.3%** Increase in full-time employment
 - **18%** decrease in unemployment

* Excludes income from higher income households that exited the program early. Year four results had a 21.5% increase in income from wages, the drop in Year 5 is due to higher income households that exited the program early.

EDUCATION

- Decrease in Families without High School Diploma: **2.8%**
- Increase in Vocational Degrees: **17.1%**

EARLY EXITS

- Total exits between years 1-5: **55.5%**
- On Average **8.9%** of families exit by the second year, **27.9%** of families exit by year 3, **54.6%** exited by year 4.

In comparison to current families, early exiting families* have:

- Higher Total and Wage income
- Full time employment with health benefits

* Excludes families exited for program violations.

Fifth Year Activity

As families reach their final year of housing assistance, communications with the family and landlord take place more frequently, ensuring that the family is aware of the approaching conclusion of assistance and has the opportunity to communicate any new challenges to their HACSB caseworker. As the end date approaches, the family also has the opportunity to request a hardship exemption for a temporary extension of assistance.

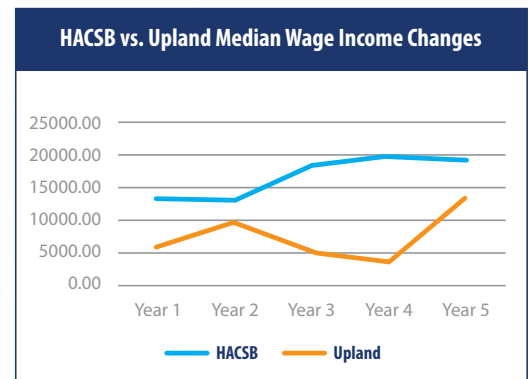
HACSB is also giving special attention to families that may be unprepared for leasing without assistance. Beginning at 18-months prior to the conclusion of assistance, these families receive additional intensive case management and support, including required monthly check-ins with their caseworker, a reassessment of the family's goal plan to address remaining challenges, and further support through HACSB partnerships such as with San Bernardino County Transitional Assistance Department and Workforce Development Department to help the family achieve stable employment.

OF THOSE FAMILIES IN THEIR FIFTH YEAR OF HOUSING ASSISTANCE:

- 24.6% receive TANF assistance
- 52.7% have a savings account
- 53.9% have full-time employment

Comparison to Upland Voucher Program

Given the positive improvements in income from the HACSB program, and paralleled local area economic improvement, it was necessary to determine whether the HACSB economic improvement were unique to the five year program, or a function of area economic improvement. Hence a comparison to the Upland voucher program. This program does not have a term limit or the additional supports seen in the HACSB five year program.



- 153 Upland families were compared to the 1,620 HACSB families within the same time frame (2012-2016)
- Year 5 median annual Wage Income for HACSB families was \$15,758 in comparison to Upland's \$6,414
- HACSB showed a 46.1% increase in wage income from year 1 to 5 in comparison to Upland's 128.5% increase.
- HACSB increased the number of families with Earned Income by 9.0% in comparison to Upland's increase of 6.0%.

Hardship Exceptions

HACSB recognizes that the expiration of assistance may present a hardship for some families and may need an extension to their term of assistance. Three types of hardship exemptions are available, which include:

- Unforeseen Involuntary Loss of Income: If a family experiences an unforeseen involuntary loss of income within nine (9) months prior to the expiration of your assistance.
- Completion of Self-Sufficiency Activity: The head of household must be participating in an approved educational, job training, or other self-sufficiency activity leading to gainful employment.
- Other Reason: Under this category, HACSB's hardship exemption committee may grant an extension for an administrative error by the Housing Authority or other reason as determined by HACSB.

Future Monitoring

HACSB has implemented a voluntary survey system that will allow us to continue monitoring the family for up to two years after the conclusion of assistance. The annual survey will collect information about the family's education/training and employment status, household income, housing status, and other factors. Participating families receive a monetary incentive for completing each survey. The information will allow HACSB to assess the impacts of the program on families post-assistance, and to make modifications to the program as needed.

Appendix J: Summary of MTW Activities

ACTIVITY	DESCRIPTION	STATUTORY OBJECTIVE	PLAN YEAR	STATUS
1	Single Fund Budget	Cost Effectiveness	FY 2009	Implemented
2	Strategic Investment Policies	Cost Effectiveness	FY 2009	Closed Out
3	Alternate Assessment Program	Cost Effectiveness	FY 2009	On Hold
4	Biennial and Triennial Recertifications	Cost Effectiveness	FY 2009	Implemented
5	Simplified Income Determination	Cost Effectiveness	FY 2009	Implemented
6	Elimination of Assets	Cost Effectiveness	FY 2009	Closed Out
7	Controlled Program Moves	Cost Effectiveness	FY 2009	Closed Out
8	Local Policies for Portability	Economic Self-Sufficiency	FY 2009	Implemented
9	Elimination of Earned Income Disallowance	Economic Self-Sufficiency	FY 2009	Closed Out
10	Minimum Rent	Economic Self-Sufficiency	FY 2009	Implemented
11	Local Project-Based Voucher Program	Expanding Housing Opportunities	FY 2009	Implemented
12	Local Payment Standards	Expanding Housing Opportunities	FY 2009	Implemented
13	Local Inspection Standards	Cost Effectiveness	FY 2010	Implemented
14	Local Asset Management Program	Cost Effectiveness	FY 2010	Implemented
15	Pilot Work Requirement	Economic Self-Sufficiency	FY 2010	Closed Out
16	Operating Subsidy for Vista del Sol	Expanding Housing Opportunities	FY 2010	Closed Out
17	Local Income Inclusion	Economic Self-Sufficiency	FY 2011	Closed Out
18	Property Management Innovation	Cost Effectiveness	FY 2011	Implemented
19	Local FSS program	Economic Self-Sufficiency	FY 2011	Implemented
20	Term-Limited Lease Assistance Program	Economic Self-Sufficiency	FY 2011	Implemented
21	Utility Allowance Reform	Cost Effectiveness	FY 2012	Closed Out
22	Streamlined Lease Assistance Program	Cost Effectiveness	FY 2013	Implemented
23	No Child Left Unsheltered	Economic Self-Sufficiency	FY 2014	Implemented
24	Transition for Over-Income Families	Economic Self-Sufficiency	FY 2014	Implemented
25	Project-Based Voucher Flexibility for Horizons at Yucaipa Senior Housing	Expanding Housing Opportunities	FY 2016	Implemented
26	Local Disaster Short-Term Rental Assistance	Expanding Housing Opportunities	FY 2017 Amendment 1	Implemented
27	Local Project-Based Voucher Subsidy for Developments Using Tax Credit Rents	Expanding Housing Opportunities	FY 2019 Amendment 2	Implemented

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

April 14, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Resolution authorizing the Executive Director and designees to waive internal policies and modifying operations due to the COVID-19 global pandemic

RECOMMENDATION(S)

1. Adopt Resolution No. 84 authorizing the Executive Director and designees to waive internal policies and modify operations as necessary in response to the COVID-19 global pandemic, retroactive to March 4, 2020 as proclaimed a State of Emergency by the Governor of the State of California.
2. Direct the Executive Director to create and deliver to the Board of Commissioners a summary report of all instances where this waiver is utilized specifying policies waived including reason for, and estimated financial impact of. Such report to be included in each board meeting agenda for the duration of the State of California emergency declaration.

(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB has secured the resources needed for accomplishing its mission.

HACSB clients live in safe and desirable homes and communities where they can develop and prosper.

FINANCIAL IMPACT

It is unknown at this time what the financial impact will be of emergency measures taken by the Housing Authority of the County of San Bernardino (HACSB) as a result of the COVID-19 global pandemic. There certainly will be a financial impact and the intent of this action is to minimize such by allowing the Executive Director and designees to rapidly respond to emergency needs as they occur. This will assist in avoiding potential additional cost and liability, but more importantly to ensure the continued health and safety of our staff and our customers that might accumulate while awaiting Board of Commissioners (Board) approval.

BACKGROUND INFORMATION

This resolution will allow the Executive Director and her designees to waive any internal policies and modify operations that are deemed to be hindering the emergency operations of HACSB during the COVID-19 global pandemic. As of this writing it is unknown precisely which policies and procedures may be waived, but a partial list may include:

- Certain Personnel policies such as those related to job assignments/duties and the use of annual leave and sick time, to minimize the financial impact to employees required to reduce hours on the job as a result of governmental directives such as the Governor's "stay at home order".
- Certain program policies and procedures such as those within the Housing Choice Voucher Administrative Plan, to minimize the financial impact to families within our program(s) whose employment income may be reduced as a result of the pandemic.

- Certain Procurement policies and procedures to minimize impact to the ongoing operation, such as extending existing contracts beyond the maximum term or procuring goods or services from a sole source when competitive responses to solicitations have been substantially reduced due to the pandemic.

The COVID-19 global pandemic poses a serious threat to the health, lives, and well-being of people everywhere, including people in San Bernardino County. As of this date, the Federal government, the State of California, and the County of San Bernardino have all declared states of emergency. This pandemic significantly threatens the life and health of those living and working at HACSB properties and offices. It is disrupting HACSB operations as HACSB tries to respond in a way that serves several important interests including: protecting the health and welfare of its staff and residents; preserving HACSB's ability to house and serve its clients; and complying with directives of governmental authorities.

Information about the crisis and actions and directives of the governmental authorities are changing daily. The Executive Director requires discretion to make decisions as quickly as possible in order to implement any emergency measures and/or contingency plans deemed necessary to preserve the health, safety and welfare of staff, families and communities that we serve.

The Executive Director and staff will continue to work with the U.S. Department of Housing and Urban Development, both at the local field office and Headquarters, on programmatic statutory and regulatory waivers.

The Executive Director will provide the Board a report summary of which will be included in each board meeting agenda for the duration of the State of California emergency declaration.

PROCUREMENT

Not Applicable

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on March 30, 2020.

HOUSING AUTHORITY RESOLUTION NO. 2020-84

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AUTHORIZING THE EXECUTIVE DIRECTOR AND DESIGNEES TO WAIVE INTERNAL POLICIES AS NECESSARY IN RESPONSE TO THE COVID-19 GLOBAL PANDEMIC

RECITALS

WHEREAS, on March 4, 2020 the Governor of the State of California proclaimed a State of Emergency in response to the COVID-19 global pandemic; and

WHEREAS, on March 10, 2020 the Board of Supervisors of the County of San Bernardino declared the existence of a local emergency in response to the COVID-19 global pandemic; and

WHEREAS, on March 13, 2020 the President of the United States declared a National Emergency in response to the COVID-19 global pandemic; and

WHEREAS, on March 19, 2020 the Governor of the State of California issued a stay at home order to protect the health and well-being of all Californians and to establish consistency across the state in order to slow the spread of COVID-19; and

WHEREAS, on March 22, 2020 the President of the United States declared a Major Disaster in California in response to the COVID-19 global pandemic; and

WHEREAS, the Housing Authority of the County of San Bernardino (HACSB) is a public agency performing essential governmental functions and therefore exempt from the State of California stay at home order and must remain in operation; and

WHEREAS, HACSB has adopted numerous policies affecting a wide range of agency operations; and

WHEREAS, in many instances standard policies do not allow for the swift action required in emergency situations; and

WHEREAS, the safety of HACSB employees and residents is of the utmost importance.

OPERATIVE PROVISIONS

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO DOES RESOLVE AS FOLLOWS:

Section 1. The Board of Commissioners (Board) finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

Section 2. The Board authorizes the Executive Director and designees to waive any HACSB's policy and modify HACSB's operations, which are deemed to be detrimental to the emergency operations of the HACSB specific to the COVID-19 global pandemic.

Section 3. The Executive Director is directed to document all instances where this waiver or modification is utilized in a report to be presented to the Board at the next available meeting after the waiver or modification occurs, beginning with the Board meeting currently scheduled for May 12, 2020.

Section 4. This Resolution shall be retroactively in effect from the date of the State of California declaration of a State of Emergency on March 4, 2020, and shall remain in effect until December 31, 2020, unless extended or rescinded by the Board.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of San Bernardino, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, _____, Secretary of the Board of Commissioners of the Housing Authority of the County of San Bernardino, hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Commissioners, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of Tuesday, _____, 20__.

Secretary

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

April 14, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Contract Amendment with Cohn Reznick, LLP for Financial Auditor Services.

RECOMMENDATION(S)

1. Approve Amendment No. 4 to Contract No. PC813 with Cohn Reznick, LLP for Financial Auditor Services, increasing the current contract amount by \$86,500 for a total contract amount not to exceed \$426,600.
2. Authorize and direct the Executive Director to execute and deliver the contract amendment to Cohn Reznick, LLP and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB is a leading developer and provider of affordable housing in the County of San Bernardino.

HACSB residents live in safe and desirable homes and communities where they can develop and prosper.

HACSB has secured the resources needed for accomplishing its mission.

FINANCIAL IMPACT

The increase amount for this contract is not expected to exceed \$86,500 and is funded by the Housing Authority of the County of San Bernardino's (HACSB) operation's budget.

BACKGROUND INFORMATION

HACSB is required to have an independent financial audit conducted each fiscal year. The audited financial statements are used to provide financial information to various reporting entities such as the U.S. Department of Housing and Urban Development (HUD) and other funding institutions. Due to recent changes in accounting standards, reporting standards required by HUD and significant changes in HACSB's structure, additional services were required for the FY 2019 audit services. Changes that impacted an increase in services include:

- Accounting standards related to pensions (GASB 68) and Other Post-Employment Benefits (OPEB).
- The Rental Assistance Demonstration (RAD) conversion of properties and the voluntary transfer of the Upland Housing Authority which was not included in the original contract with Cohn Reznick, LLP. This substantially changed the presentation of the HACSB's financial statements which are reported on the audit report.
- HUD requires HACSB's annual financial activity to be reported in a different format than as required by the Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and Government Accepted Auditing Standards

(GAAS). Therefore, Cohn Reznick assisted in developing a customized financial report according to HUD requirements.

On April 14, 2015, the Board of Commissioners initially approved a contract to Cohn Reznick LLP for Financial Auditor Services for a total of \$183,000 for a three-year term beginning April 24, 2015 through April 23, 2018 with an option to extend by two additional single year terms ending April 23, 2020.

Additional funds are needed to complete current contract to include the last FY of audit services plus additional services that include; reimbursable (out of pocket expenses), GASB 68 – Accounting and Financial Reporting for Pensions, GASB 75 – Accounting for Financial Reporting for Post-Employment Benefits Other Than Pension, Unaudited Financial Data Schedule, Financial Data Schedule, HUD filing, and the RAD conversion as referenced above.

PROCUREMENT

The original Request for Proposal (RFP) was released by the Procurement and Contracts Department PC813 on January 5, 2015. Outreach efforts included; advertisement in local newspapers, posting to Public Purchase, an online bidding site, and posting on the agency's website. Five (5) proposals were received in response to this RFP. The evaluation of qualifications was conducted in accordance to the proposal specifications, and it was determined that Cohn Reznick, LLP was the most qualified, best priced, and most responsive vendors selected to provide these services to the agency.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on April 7, 2020.



**AMENDMENT #4 TO CONTRACT FOR
(PC813)**

BETWEEN

**THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO**

And

COHN REZNICK, LLP

This Amendment No. 4, dated April 15, 2020 ("Fourth Amendment"), to Contract for Financial Auditor Services (PC813), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, corporate and politic ("Authority") and Cohn Reznick, LLP a limited liability partnership ("Contractor").

RECITALS

WHEREAS, the Authority and Contractor entered into that certain Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated April 24, 2015, relating to Financial Auditor Services ("Contract") with an Agreement Price of \$183,000.00;

WHEREAS, the Authority and Contractor entered into Amendment No. 1 to the Contract for Financial Auditor Services, dated October 13, 2017, scope of work change to include additional testing performed due to RAD conversion and GASB 68 implementation and increase in Agreement Price of \$18,300.00;

WHEREAS, the Authority and Contractor entered into Amendment No. 2 to the Contract for Financial Auditor Services, dated September 24, 2018, exercising option to extend contract through April 23, 2019 and increase scope of work for additional services with an increase in the Agreement Price of \$138,800.00; and

WHEREAS, the Authority and Contractor entered into Amendment No. 3 to the Contract for Financial Auditor Services, dated April 24, 2019, exercising option to extend contract through April 23, 2020 with no additional changes.

OPERATIVE PROVISIONS

NOW, THEREFORE, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Fourth Amendment by the Parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

Section 1. Article 1, Statement of Work, of the Agreement is amended to read as follows:

“Article 1. Statement of Work. Contractor shall furnish all labor, materials, tools, equipment, and supervision to perform all work required in the Statement of Work set forth on Exhibit “A-1”, attached hereto and incorporated herein by this reference and as may be amended by the Parties from time to time (the “Work”). In connection with its performance of the Work, Contractor shall comply with all of the Contract Documents (as hereinafter defined).”

Section 2. References to Exhibit “A” shall mean Exhibits “A-1” and “A-2”, attached hereto and incorporated herein by this reference.

Section 3. Pursuant to Article 3 of the Agreement, the Authority is hereby continuing contract through April 23, 2020.

Section 4. Article 4 of the Agreement is amended to read as follows:

“Article 4. Price. HACSB agrees to pay Contractor for the provision of the Work the total not-to-exceed sum as shown in the Contract Price set forth on Exhibit “A-2”, and as may be amended by the Parties from time to time (the “Agreement Price”).

Section 5. The effective date of this amendment is April 15, 2020.

EXCEPT AS AMENDED HEREBY ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT REMAIN IN FULL FORCE AND EFFECT.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Cohn Reznick, LLP have signed the amendment.



COHN REZNICK, LLP

**HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO**

By: _____

By: _____

Name: _____

Name: Maria Razo

Title: _____

Title: Executive Director

Date: _____

Date: _____

Exhibit A-1

Statement of Work

AUDIT STANDARDS

The audit shall be conducted in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. The audit and financial statements shall meet the requirements of federal single audit regulations as prescribed by OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, OMB Circular A-128, Audit for State and Local Governments, GASB-34 Basic Financial Statement's and Managements Discussion and Analysis for State and Local Governments and the U.S. Department of Housing and Urban Development's Public and Indian Housing Compliance Supplement. The financial statements are to be prepared by the auditor in accordance with Generally Accepted Accounting Principles (GAAP) and HUD's timetable for submission. This includes assistance with electronically submitting Financial Data Schedules (FDS) via the internet as required by the Real Estate Assessment Center (REAC).

SCOPE OF WORK

1. **FINANCIAL STATEMENTS**-A financial statement and compliance audit of HACSB for fiscal years ending September 30, 2015, September 30, 2016, September 30, 2017, September 30, 2018 and September 30, 2019 ; performed in accordance with Section "Audit Standards" above. The statement should include the following:
 - Statement of Net Position
 - Statement of Revenues, Expenses and Changes Net Position
 - Statement of Cash Flows
 - Notes of Basic Financial Statements
 - Combining Schedule of Program Net Position by fund/program/funding
 - Combining Schedule of Program Revenues, Expenses and Changes in Net Position by fund/program/funding
 - Schedule of Expenditures of Federal Awards
 - Statement of Certification of Actual Capital Fund Grant Costs – Completed for the Year
 - Pensions Plan Required Supplemental Information

Report on Compliance with Applicable Laws, Regulations and Grant agreements for:

- Housing Choice Voucher Program
- Low Income Public Housing Program
- Capital Fund Program
- Shelter Plus Care, VASH, Mainstream, and HOPWA Programs
- Locally owned units, locally managed units and local funds

The above procedures should be performed in accordance with OMB Circular A-133 and the Public and Indian Housing Compliance Supplement.

- Report on Internal Controls in accordance with OMB Circular, A-133.
2. **ATTESTATION**-Attestation by auditors on Financial Data System (FDS) data as to its “fair presentation in relation to audited basic financial statements” in accordance with Government Auditing standards.
 3. **ADDITIONAL SERVICES**-If the need for other audit services arises concerning the fiscal year under audit, the HACSB expects to be able to negotiate with the selected auditor to obtain the additional services needed.
 4. **REPORTS**
 - A. One unbound and 45 bound copies of each audit opinion, financial statements and compliance report shall be submitted to the President/CEO within **180 days** of the close of the Authority’s fiscal year, but not later than March 31st of each year. It is anticipated that financial records will be closed and ready for audit by November 30 of each year. The Single Audit Act stipulates a submission requirement of no later than six (6) months after the end of the audit period and REAC stipulates a submission due date of nine (9) months after the fiscal year end. However, the Authority requires that the audit report shall be submitted within **180 days** after the closing of the HACSB’s fiscal year end, but not later than March 31 of each year.
 - B. Preparation of the Data Collection Form for submission to the Federal Audit Clearinghouse.
 - C. Any other reports as requested by the Housing Authority and as required by HUD’s Uniform Financial Reporting Standards (UFRS) for Public Housing Authority. These reports may include, but are not limited to, the following:

Reports required by the Housing Authority
Home FUND supplemental Financials

Reports required by HUD
FDS-Unaudited
FDS Audited
Data Collection Form

- D. The auditor will be expected to provide a letter to the President/CEO on the non-reportable conditions and immaterial instances of noncompliance. This letter will also include general recommendations on observations made during the audit that could be helpful to the management of the Authority.
- E. The auditor will be expected to attend a meeting with the President/CEO and Executive Vice President/CFO to present the audit report and review the management letter.

5. AUDITOR RESPONSIBILITIES

- A. Independent Accountants' Report on Applying Agreed-Upon Procedures for the FY 2015 HACSB Computation of Payment in Lieu of Taxes. Auditor shall examine these items; however a separate report is not issued, nor is it required.
- B. Independent Auditors' Report on the Schedules of Actual Modernization Cost Certificate for completed and uncompleted Capital Fund Grants(s). Note that this item is issued separately.
- C. Preparation of FY 2015 for SF-SAC, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organization.
- D. Independent Auditors Management Letter to the President/CEO concerning minor findings noted that were not material in nature during tests of internal control structures policies and procedures.
- E. Auditor shall perform audit tests of private firms at their management office sites, and their home office location, and at Housing Services Management Offices/Public Housing Management Offices. HACSB currently uses one private property management company. All files related to the properties that the management company maintains are kept in one location. The auditors would visit the offices of the property management company during the interim testing and the year-end testing.
- F. Auditor shall assist in draft preparation of the Management Discussion and Analysis (MD&A) and audit the HACSB completed MD&A.
- G. Auditor shall provide 45 Bound copies of the final audit report.

- H. The Auditor agrees to adhere to the following audit engagement schedule:
- I. Audit fieldwork shall start no later than December 15 of each year. HACSB will have all books closed and ready for audit within 60 days after fiscal year end. HACSB will provide the following documents for the audit: unaudited FDS, schedule of cash and investments, petty cash schedule, bank reconciliations, tenant accounts receivable reconciliation, fixed asset/depreciation schedules, inventory reconciliation, accounts payable reconciliation, schedule of compensated absences, schedules of loans payable and maturity schedules, payroll wage/tax reconciliation, schedule of retiree medical costs, draft schedule of expenditures of federal awards, draft schedule of modernization cost certificates-completed and uncompleted, and draft computation of payments lieu of taxes.
- J. The auditor shall prepare an audit schedule to include when specific HACSB and private firm sites will be visited for audit tests, and a schedule of when specific Administration Offices' staff will be interviewed. These schedules shall be prepared within 10 calendar days after the start of any audit fieldwork.
- K. After each HACSB site visit, the Auditor shall conduct an exit discussion with the site supervisor to discuss audit results. The site supervisor and Executive Vice President/CFO shall also be provided a written summary of any noted findings or audit issues after each site visit.
- L. The Auditor shall immediately review with the Executive Vice President/CFO any material findings or audit issues that are noted during the audit. The Auditor shall provide a monthly status review of audit progress during the audit fieldwork.
- M. Audit fieldwork shall be completed on or before January 31 of each year. Auditor shall provide by February 18, a draft audit report to the Finance Manager. Within 5 working days of HACSB's final draft approval, which will be no later than March 15, the auditor shall provide a disk of the following documents for transmission with the audited FDS: Independent Auditor's Report, top-level financial statements, notes to basic financial statements, Auditor Reports on Compliance, Internal Control and Schedule of Expenditures of Federal Awards.
- N. The Auditor shall conduct an audit exit discussion with the President/CEO and Executive Vice President/CFO within 10 workdays after issuance of the draft audit report. The Auditor may be requested to attend a Board of Commissioners meeting to discuss material audit issues.
- O. The Auditor shall perform their on-line review within two workdays after HACSB submits the audited FDS into the HUD Real Estate Assessment Center (REAC) financial assessment system.
- P. The final audit report shall be issued within the Audited FDS submission, after HUD REAC approves the audit FDS.

- Q. The Authority understands that generally accepted auditing standards require that the Auditor obtain a representation letter from the Authority prior to completion of the audit and submission of the Audit Report. This representation letter requires that the President/CEO and Executive Vice President/CFO provide the Auditor with assurance based on knowledge and belief as to matters concerning the accounting records, operations and matters contained within the financial statements. Delay in providing this assurance will extend the date of completion of the audit.
- R. The Authority may, before or during the conduct of the audit, request changes in the scopes of the services of the Auditor to be performed under this contract. Such changes including any increase or decrease in the amount of the Auditor's report, which are mutually agreed upon by and between the Authority and the Auditor, shall be incorporated into written amendments to the contract.
- S. The books of account and financial records to be audited are maintained and are located at the Authority's Administration Offices at 715 East Brier Drive, San Bernardino, California. These books and records will be made available to the Auditor by the Authority during normal business hours. Non-financial records required for compliance testing are maintained at various management offices throughout the County. Financial records of property management firms that manage our public housing units are maintained at their corporate/home office.
- T. If the Auditor ascertains the Authority's books and records are not in a sufficiently satisfactory condition for performing an audit, the Auditor shall disclose this deficiency to the Authority.

Exhibit A-2
Work Authorization

Schedule Dates:

Start Date: April 15, 2020

Completion Date: April 23, 2020

Total Contract Cost: Not to exceed \$426,600.00

Amendment #4

- **\$64,000.00 – FY 2019 Audit Services**
 - **\$22,500.00 – Additional Services**
- \$86,500.00**

Statement of Work (“Exhibit A-1”)

Work Authorization (“Exhibit A-2”)

General Conditions for Non-construction work (“Exhibit B”)

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

April 14, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Regular Meeting Minutes for Meeting Held on March 10, 2020

RECOMMENDATION(S)

Approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on March 10, 2020.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB communication is open, honest and consistent.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there are no financial impacts associated with this item.

BACKGROUND INFORMATION

The HACSB Board of Commissioners (Board) Regular Meeting took place on March 10, 2020, and attached are the comprehensive minutes for review and approval by the Board.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on March 27, 2020.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
March 10, 2020**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting at 715 East Brier Drive, San Bernardino, California at 3:05 p.m. on March 10, 2020.

The meeting was called to order at 3:05 p.m.

The Chairman provided an opportunity for members of the public to address the Board of Commissioners. Secretary of the Board, declared of a public comment present, there was no public comment present.

Chairman Johnson requested for the Board Build presentation.

Maria Razo, Executive Director, presented the board building presentation on the overview of the Housing Authority of the County of San Bernardino projects.

Commissioner Muñoz entered the meeting at 3:08 p.m.

Ana Gamiz, Director of Policy & Public Relations, presented the board building presentation on the Housing Authority of the County of San Bernardino advocacy day briefing.

Chairman requested roll call, the following were present:

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Also in attendance were: Maria Razo, Executive Director; Gus Joslin, Deputy Executive Director; Ana Gamiz, Director of Policy & Public Relations; Rishad Mitha, Director of Operations; Jennifer Dawson, Director of Human Resources; Renee Kangas, Management Analyst; Kristin Maithonis, Assistant Director of Housing Services, and Claudia Hurtado, Executive Assistant.

Also present: Julie Surber, Principal Assistant County Counsel to the Housing Authority.

The Chairman called for additions or deletions to the March 10, 2020 agenda.

Executive Director requested for items number 9 to 1) Approve Amendment No.3 to Contract No. PC990 with Applied Real Estate analysis, Inc. for local rental housing submarket analysis services increasing the current contract amount by \$31,118 for a total contract amount not to exceed \$122,986.70, 2) Authorize and direct the executive Director to execute and deliver the contract amendment to Applied Real Estate Analysis, Inc., and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, and item number 11 to adopt Resolution No. 79 approving the establishment of a Section 115 Trust

administered by Public Agency retirement for the Housing Authority of the County of San Bernardino's unfunded pension liabilities, to be continued to the April 14, 2020 Board of Commissioners meeting.

Approval for the discussion calendar item number 6, to 1) award a construction contract, effective March 11, 2020 to Noble E&C, Inc. for concrete and masonry work at the Barstow Affordable Housing Community located in the city of Barstow in an amount not to exceed \$294,000, 2) Authorize and direct the Executive Director to execute and deliver the contract to Noble E&C, Inc. and upon consultation with Legal Counsel, to approve any non-financial revisions necessary to complete the transaction, was requested.

Executive Director explained the item.

Commissioner Muñoz moved to approve the discussion calendar item number 6, 1) award a construction contract, effective March 11, 2020 to Noble E&C, Inc. for concrete and masonry work at the Barstow Affordable Housing Community located in the city of Barstow in an amount not to exceed \$294,000, 2) Authorize and direct the Executive Director to execute and deliver the contract to Noble E&C, Inc. and upon consultation with Legal Counsel, to approve any non-financial revisions necessary to complete the transaction, which motion was duly seconded by Commissioner Tarango, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval for the discussion calendar item number 7, to 1) award a construction contract, effective March 11, 2020, to Integrated Demolition and remediation Incorporated for asbestos abatement at the Barstow Affordable Housing community located in the city of Barstow in an amount not to exceed \$258,762, 2) Authorize and direct the Executive Director to execute and deliver the contract to Integrated Demolition and Remediation Incorporated and, upon consultation with Legal Counsel, to approve any non-financial revision necessary to complete the transaction, was requested.

Executive Director explained the item.

Commissioner Tarango moved to approved the discussion calendar item number 7, 1) award a construction contract, effective March 11, 2020, to Integrated Demolition and remediation Incorporated for asbestos abatement at the Barstow Affordable Housing community located in the city of Barstow in an amount not to exceed \$258,762, 2) Authorize and direct the Executive Director to execute and deliver the contract to Integrated Demolition and Remediation Incorporated and, upon consultation with Legal Counsel, to approve any non-financial revision necessary to complete the transaction , which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval for the discussion calendar item number 8, to 1) Award contracts, effective May 1, 2020, for agency-wide landscaping services to Advance Environmental Landscape Corp. in an amount not to exceed \$519,1960 and to Priority Landscape Services LLC, in an amount not to exceed \$311,501 for an overall total amount not-to-exceed \$830,661 for a two year period through April 30, 2022, with three single year options to extend the contract through April 30, 2025, 2) Authorize an direct the Executive Director to execute and deliver the contracts to Advance Environmental Landscape Corp. and Priority Landscape Services LLC and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director explained the item.

Commissioner Tarango moved to approve the discussion calendar item number 8, to 1) Award contracts, effective May 1, 2020, for agency-wide landscaping services to Advance Environmental Landscape Corp. in an amount not to exceed \$519,1960 and to Priority Landscape Services LLC, in an amount not to exceed \$311,501 for an overall total amount not-to-exceed \$830,661 for a two year period through April 30, 2022, with three single year options to extend the contract through April 30, 2025, 2) Authorize an direct the Executive Director to execute and deliver the contracts to Advance Environmental Landscape Corp. and Priority Landscape Services LLC and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction , which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval for discussion calendar item number 9, to 1) Approve Amendment No.3 to Contract No. PC990 with Applied Real Estate analysis, Inc. for local rental housing submarket analysis services increasing the current contract amount by \$31,118 for a total contract amount not to exceed \$122,986.70, 2) Authorize and direct the executive Director to execute and deliver the contract amendment to Applied Real Estate Analysis, Inc., and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Upon Legal Counsel's recommendation for the Board to vote indicating their approval of continuing item number 9 to the April 14, 2020 Board of Commissioners meeting.

Commissioner Muñoz moved to continue the discussion calendar item number 9 to 1) Approve Amendment No.3 to Contract No. PC990 with Applied Real Estate analysis, Inc. for local rental housing submarket analysis services increasing the current contract amount by \$31,118 for a total contract amount not to exceed \$122,986.70, 2) Authorize and direct the executive Director to execute and deliver the contract amendment to Applied Real Estate Analysis, Inc., and upon consultation with Legal Counsel, to be continued to the April 14, 2020 Board of Commissioners meeting, which motion was duly seconded by Commissioner Tarango, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval for discussion calendar item number 10, to adopt Resolution No. 78 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, was requested.

Commissioner Tarango moved to approve the discussion calendar item number 10, to adopt resolution No. 78 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval for discussion calendar item number 11, to adopt Resolution No. 79 approving the establishment of a Section 115 Trust administered by Public Agency retirement for the Housing Authority of the County of San Bernardino's unfunded pension liabilities, was requested.

Commissioner Muñoz moved to continue the discussion calendar item number 11, to adopt Resolution No. 79 approving the establishment of a Section 115 Trust administered by Public Agency retirement for the Housing Authority of the County of San Bernardino's unfunded pension liabilities to be continued to the April 14, 2020 Board of Commissioners meeting, which motion was duly seconded by Commissioner Tarango, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz

Nays

Commissioner Pinedo
Commissioner Tarango

Approval of the discussion calendar number 12, to Adopt Resolution No. 80 approving revisions to the Housing Authority of the County of San Bernardino Employee Policy Handbook, was requested.

Executive Director explained the item.

Commissioner Tarango moved to approve the discussion calendar number 12, to Adopt Resolution No. 80 approving revisions to the Housing Authority of the County of San Bernardino Employee Policy Handbook, which motion was duly seconded by Commissioner Pinedo, and upon roll call, the Ayes and Nays were as follows:

Ayes
Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval of the discussion calendar item number 13 to adopt resolution No. 81 approving the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan for Fiscal Year 2019-2020, Amendment 1, were requested.

Executive Director explained the items.

Commissioner Tarango moved to approve the discussion calendar item number 13 to adopt resolution No. 81 approving the Housing Authority of the County of San Bernardino's Annual Moving to Work Plan for Fiscal Year 2019-2020, Amendment 1, which motion was duly seconded by Commissioner Miller, and upon roll call, the Ayes and Nays were as follows:

Ayes
Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval of the discussion calendar item number 14 to adopt Resolution No. 82 approving the Fifth Amendment to Amended and Restated Moving to Work Agreement between the United States Department of housing and Urban Development and the Housing Authority of the County of San Bernardino, was requested.

Executive Director Explained the Item.

Commissioner Muñoz moved to approve the discussion calendar item number 14 to adopt Resolution No. 82 approving the Fifth Amendment to Amended and Restated Moving to Work Agreement between the United States Department of housing and Urban Development and the Housing Authority of the County of San Bernardino, which motion was duly seconded by Commissioner Pinedo, and upon roll call, the Aye and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval of the discussion calendar item number 15 to a) approve the first amendment, extending the contract for an additional five year period from April 1, 2020 through March 31, 2025, to the Housing Assistance Payments contracts for the No Child Left Unsheltered Programs with the Housing Authority of the County of San Bernardino, and naming Housing Partners I, Inc. as the new owner of the Housing Assistance Payment contract, 2) approve a housing assistance Payments Contract Agreement, effective April 1, 2020, with Housing Partners I, Inc. for the No Child Left Unsheltered Program, 3) Authorize and direct the Executive Director to execute and deliver the first amendment to the Housing Assistance Payments contract and the Housing Assistance Payments Contract Agreements to Housing Partners I, Inc. to complete the transactions and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transactions, was requested.

Executive Director explained the item.

Commissioner Muñoz moved to approve the discussion calendar item number 15 to a) approve the first amendment, extending the contract for an additional five year period from April 1, 2020 through March 31, 2025, to the Housing Assistance Payments contracts for the No Child Left Unsheltered Programs with the Housing Authority of the County of San Bernardino, and naming Housing Partners I, Inc. as the new owner of the Housing Assistance Payment contract, 2) approve a housing assistance Payments Contract Agreement, effective April 1, 2020, with Housing Partners I, Inc. for the No Child Left Unsheltered Program, 3) Authorize and direct the Executive Director to execute and deliver the first amendment to the Housing Assistance Payments contract and the Housing Assistance Payments Contract Agreements to Housing Partners I, Inc. to complete the transactions and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transactions, which motion was duly seconded by Commissioner Pinedo, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval of the discussion calendar item number 16 to 1) approve the first amendment, extending the contracts for an additional five year period from April 1, 2020 through March 31, 2025, to two Housing Assistance payments Contract for the No Child Left Unsheltered Program, with the following entities: a. HPI Property Acquisitions LLC b. Summit Place LLC, 2) Authorize and direct the Executive Director to execute and deliver the contract amendments to HPI Property Acquisitions LLC, and Summit Place LLC, and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director explained the item.

Commissioner Pinedo moved to approve the discussion calendar item number 16 to 1) approve the first amendment, extending the contracts for an additional five year period from April 1, 2020 through March 31, 2025, to two Housing Assistance payments Contract for the No Child Left Unsheltered Program, with the following entities: a. HPI Property Acquisitions LLC b. Summit Place LLC, 2) Authorize and direct the Executive Director to execute and deliver the contract amendments to HPI Property Acquisitions LLC, and Summit Place LLC, and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

Approval of consent calendar items 18 through 21 to 18) approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on February 11, 2020, 19) approve and file Agency-wide Financial Statements through November 2019, 20) Approve vacated tenant accounts for January 2020 for the affordable Housing Program to be written off to collection loss, 21) approve vacated tenant accounts for the Authority Owned portfolio to be written off as collection losses for the month ending in January 2020, was requested.

Commissioner Pinedo moved to approve the discussion calendar items number 18 through 21, 18) approve the meeting minutes for the Board of Commissioners of the Housing Authority of the County of San Bernardino Regular Meeting held on February 11, 2020, 19) approve and file Agency-wide Financial Statements through November 2019, 20) Approve vacated tenant accounts for January 2020 for the affordable Housing Program to be written off to collection loss, 21) approve vacated tenant accounts for the Authority Owned portfolio to be written off as collection losses for the month ending in January 2020, which motion was duly seconded by Commissioner Muñoz, and upon roll call, the Ayes and Nays were as follows:

Ayes

Commissioner Johnson
Commissioner Muñoz

Nays

Commissioner Pinedo
Commissioner Tarango

Chairman provided an opportunity for individual Board member comments. There were no comments.

There being no other business, Chairman moved for the regular meeting of Tuesday, March 10, 2020 to be adjourned, which motion was duly seconded by Commissioner Pinedo, and upon roll call, the Ayes and Nays were as follows:

Ayes
Commissioner Johnson
Commissioner Muñoz
Commissioner Pinedo
Commissioner Tarango

Nays

The meeting adjourned at 4:20 p.m.

Tim Johnson, Chair

Absent

Beau Cooper, Vice Chair

Absent

Cassie MacDuff

Absent

Sylvia Miller

Jessie Muñoz

Dr. Ciriaco "Cid" Pinedo

Bobby Tarango

Attest:

Secretary

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

April 14, 2020

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Agency-wide Financial Statements through December 2019

RECOMMENDATION(S)

Approve and file Agency-wide Financial Statements through December 2019.
(Presenter: Maria Razo, Executive Director, 332-6305)

GOALS & OBJECTIVES

HACSB has secured the resources needed for accomplishing its mission.

FINANCIAL IMPACT

The Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net income through December 2019 for Federal Fiscal Year (FFY) 2019-20 is \$22,016. The net gain of \$22,016 is currently less than the anticipated \$730k gain in funding primarily due to:

- Physical Needs Assessment and Capital Fund project expenses that were lower than expected, which also lowered the amount of Capital Fund grant income that was recognized. This is primarily due to the timing of these expenses which will occur later this year.
- Housing Assistance Payment expenses were significantly higher due to an increased cost per unit.
- Administrative and maintenance expenses were lower due to vacant positions, which will be filled later in the year.
- Depreciation expense reflected on a monthly basis is not included in the annual budget.

Financial Summary	FY 2020 YTD
Revenues	\$24,336,359
Expenses	\$23,400,829
Operating Gain	\$1,489,116
Operating Transfers/Non-Operating Items	\$(1,467,100)
Net Income/(Loss)	\$22,016

BACKGROUND INFORMATION

HACSB administers multiple housing programs and is the largest provider of affordable housing in the County of San Bernardino. The FFY 2019-20 budget and financial operations continue to support the vision and mission of HACSB and are in line with its Strategic Plan and Moving to Work Annual Plans. Overall, HACSB has demonstrated fiscal stability even though the primary funding provider, the United States Department of Housing and Urban Development (HUD), has significantly decreased funding each year while expecting full program utilization. FFY 2019-20 continues to be another challenging year due to the following:

- Anticipated federal funding cuts to the Housing Choice Voucher (HCV) program, Administrative Fees, Public Housing Subsidy and Capital Funds.
- Expected reserve drawdowns in order to balance the FFY budget for the HCV program due to rental assistance costs exceeding funding. This is a significant financial risk and HACSB may need to reduce the number of vouchers under lease to balance this program budget. HACSB is currently working with HUD on this matter.
- Maintenance of aging properties is extremely costly, but it is needed to preserve much needed affordable housing in the County.

Based on HUD's guidance to routinely present key information to HACSB's Board of Commissioners, HACSB is presenting the financial statements on a monthly basis.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on March 27, 2020.

HACSB Budget Comparison

Period = Oct 2019-Dec 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	6,562,663	6,341,545	221,118	3.49	25,890,742
Total Other Tenant Income	183,027	144,688	38,339	26.50	578,752
NET TENANT INCOME	6,745,690	6,486,233	259,457	4.00	26,469,494
GRANT INCOME					
TOTAL GRANT INCOME	28,893,993	31,067,618	-2,173,625	-7.00	123,414,095
OTHER INCOME					
TOTAL OTHER INCOME	1,048,681	2,367,480	-1,318,800	-55.70	5,639,874
TOTAL INCOME	36,688,363	39,921,331	-3,232,968	-8.10	155,523,464
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	1,633,901	1,525,556	-108,346	-7.10	6,102,222
ADMINISTRATIVE					
Total Administrative Salaries	2,687,615	3,370,892	683,277	20.27	13,511,215
Total Legal Expense	33,322	86,432	53,110	61.45	345,727
Total Other Admin Expenses	1,249,569	1,380,298	130,729	9.47	5,646,658
Total Miscellaneous Admin Expenses	707,013	1,127,711	420,698	37.31	2,938,056
TOTAL ADMINISTRATIVE EXPENSES	4,677,519	5,965,332	1,287,813	21.59	22,441,656
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	27,155	98,613	71,459	72.46	389,453
UTILITIES					
TOTAL UTILITY EXPENSES	751,592	910,121	158,528	17.42	3,640,484
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	562,562	717,288	154,726	21.57	2,869,153
Total Materials	183,771	217,819	34,048	15.63	871,275
Total Contract Costs	648,239	1,122,624	474,385	42.26	4,485,145
TOTAL MAINTENANCE EXPENSES	1,394,572	2,057,731	663,159	32.23	8,225,573
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	268,382	306,297	37,915	12.38	1,241,332
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	201,824	3,615,187	3,413,363	94.42	14,767,546
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	25,851,933	24,019,198	-1,832,735	-7.63	97,841,355
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	392,369	406,971	14,602	3.59	1,627,884
TOTAL OPERATING EXPENSES	35,199,248	38,905,005	3,705,758	9.53	156,277,505
OPERATING NET INCOME	1,489,116	1,016,326	472,790	46.52	-754,041
NET OPERATING TRANSFER IN/OUT	0	285,783	285,783	100.00	285,783
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	1,467,100	0	-1,467,100	N/A	0
NET INCOME	22,016	730,543	-708,527	-96.99	-1,039,824