

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

TO BE HELD AT 715 EAST BRIER DRIVE
SAN BERNARDINO, CALIFORNIA
May 12, 2026, AT 3:00 P.M.

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, you may do so during the meeting or, alternatively, please submit your comments via email 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 <https://hacsb.com/board-of-commissioners/> or 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 for May 12, 2026.
(Page 1)
- 5) Receive the board building presentation for May 12, 2026, an update on the Housing Authority of the County of San Bernardino's development projects.
(Page 2)
- 6) Adopt Resolution No. 230 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs.
(Pages 3-40)
- 7) Adopt Resolution No. 231 approving the commitment of all the Housing Authority of the County of San Bernardino's available Restore Rebuild vouchers to its future redevelopment of existing former Public Housing properties converted through the Rental Assistance Demonstration Program; and Retroactively authorize and direct the Executive Director to submit the master Notice of Anticipated Rental Assistance Demonstration Rents application to the United States Department of Housing and Urban Development and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
(Pages 41-44)
- 8) Approve Amendment No. 1 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program, modifying the annual funding to include \$1,504,941 for the 2006-2007 grant period and extending the term by one additional year, effective July 1, 2026 through June 30, 2027.
(Pages 45-48)

- 9) Approve an increase in appropriations for purchase orders with Staples Contract & Commercial, LLC for the purchase of office supplies, furniture, technology, janitorial supplies, and print materials through a cooperative agreement in the amount of \$199,610.30 for an overall amount not to exceed \$449,610.30 through December 31, 2027.
(Pages 49-50)

CONSENT CALENDAR

APPROVAL OF CONSENT ITEMS: 10-11

- 10) Approve the meeting minutes for the special meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on April 14, 2026.
(Pages 51-55)
- 11) Approve the expense of uncollectable vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of February 2026.
(Pages 56-61)
- 12) Individual Board member comments.
- 13) 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 agenda items in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that agenda item or in written correspondence delivered to the Board of Commissioners at, or prior to, the public meeting.

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 Cynthia Robinson at (909) 890-5388 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**

May 12, 2026

FROM

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

SUBJECT

Executive Director's Report for May 12, 2026

RECOMMENDATION(S)

Receive the Executive Director's Report for May 12, 2026.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

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 U.S. Department of Housing and Urban Development.

PROCUREMENT

Not applicable

ITEM ATTACHMENTS

Not applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 27, 2026.

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

May 12, 2026

FROM

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

SUBJECT

Board Building Presentation for May 12, 2026

RECOMMENDATION(S)

Receive the board building presentation for May 12, 2026, an update on the Housing Authority of the County of San Bernardino's development projects.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

Aspirational Statement #5: To create, build and utilize partnerships that provide opportunities and create a meaningful difference in the lives of the families that we serve, maximizing our resources by mobilizing the talents of our community partners.

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

Per the U.S. Department of Housing and Urban Development's (HUD) Commissioner Lead the Way Training and Moving to Work designation responsibilities, board building is required to provide the Board of Commissioners with information regarding ongoing initiatives of HACSB's strategic plan, Moving to Work (MTW) activities, overall agency updates, as well as other initiatives federally regulated by HUD.

This month's board building presentation will include an update on HACSB's development projects.

PROCUREMENT

Not applicable

ATTACHMENTS

Not applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on, April 27, 2026.

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

May 12, 2026

FROM

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

SUBJECT

Revisions to the Administrative Plan Governing the Housing Authority of the County of San Bernardino's Rental Assistance Programs

RECOMMENDATION(S)

Adopt Resolution No. 230 approving revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs.

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

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

Approval of the proposed revisions to the Administrative Plan will have no direct financial impact to the Housing Authority of the County of San Bernardino's (HACSB) Fiscal Year 2026 budget.

BACKGROUND INFORMATION

HACSB's Housing Choice Voucher (HCV) Administrative Plan outlines the adopted policies that govern the HCV program as well as other HACSB rental assistance programs. These programs provide rental subsidies for low-income families leasing homes in the private rental market or within HACSB owned properties. The Administrative Plan is required of all housing authorities administering an HCV program and is reviewed and updated as needed to maintain compliance with Public and Indian Housing (PIH) Notices, Federal Register Notices as issued by the United States Department of Housing and Urban Development (HUD), and HACSB's Moving to Work (MTW) activities.

The primary reasons for revising the Administrative Plan are to incorporate changes to the Minimum Rent Activity contained in the 2025 MTW Annual Plan, Amendment No. 1, and add a tenant-based program waiting list preference for Emergency Housing Voucher program participants, who are losing rental assistance due to expiring funding. Other revisions have been made throughout the Administrative Plan to promote consistent application of policies and procedures.

The 2025 MTW Annual Plan, Amendment No. 1, includes major changes to Activity #10: Minimum Rent. The minimum rent was increased from \$125 to \$450 for households containing career-able individuals. Customers with lower incomes do not move immediately to the \$450 minimum rent. Instead, the customer would have a starting minimum rent tier of \$225 or \$325 based on household income at the first recertification following implementation. New admissions are either

Revisions to the Administrative Plan Governing the Housing Authority of the County of San Bernardino's Rental Assistance Programs
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placed on the \$125 or \$450 minimum rent based on the family's income and program type. The proposed revisions to the Administrative Plan include the new minimum rent provisions contained in the 2025 MTW Annual Plan, Amendment No. 1, and setting an implementation date of October 1, 2026.

On May 10, 2021, HACSB was awarded 455 Emergency Housing Vouchers (EHV) via the American Rescue Plan Act of 2021 to provide rental assistance to low-income families that are homeless, at risk of being homeless, fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking, or recently homeless and for whom providing rental assistance will prevent the family's return to homelessness. Applicants for the program were referred through the County of San Bernardino's Coordinated Entry System and domestic violence victims service providers. At the time of the award, housing authorities were informed that EHV program funding was authorized through September 30, 2030. However, based on information received from HUD, funding is only expected to last until the end of calendar year 2026 resulting in the loss of program assistance to approximately 370-400 households.

On June 10, 2025, the Board approved an HCV Project-Based Voucher (PBV) program waiting list preference for current EHV participants. At that time, the PBV preference was recognized as being only a partial solution to preserve rental assistance for approximately 30 or more EHV participants. As of March 2026, 8 EHV participants had transferred to PBV and there were an additional 42 applicants waiting for units. The proposed revision to the Administrative Plan adds a tenant-based program preference for current EHV participants that is subject to available funding. This will allow for more families to be potentially assisted once the EHV program sunsets. The EHV preference prioritizes veterans, elderly, and disabled households. However if funding allows, HACSB will try to house as many families as possible from the EHV waiting list in its Housing Choice Voucher program.

Since the Administrative Plan is continuously reviewed for compliance and efficiency, HACSB staff take the opportunity to make minor changes when material changes are brought to the board. Attached is a table summarizing the proposed revisions along with the corresponding sections from the Administrative Plan with the tracked changes.

To ensure alignment with MTW activities, HUD regulations and to promote program efficiency and housing opportunities, it is recommended the Board adopt the resolution to approve the proposed changes to the Administrative Plan.

PROCUREMENT

Not applicable

ITEM ATTACHMENTS

- Resolution –Administrative Plan Revisions
- Attachment 1 –Summary of Administrative Plan Changes May 2026
- Attachment 2 –Redlines of Administrative Plan Changes May 2026

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 27, 2026.

HOUSING AUTHORITY RESOLUTION NO. 2026-230

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO APPROVING REVISIONS TO THE ADMINISTRATIVE PLAN GOVERNING THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO'S RENTAL ASSISTANCE PROGRAMS

RECITALS

WHEREAS, the Housing Authority of the County of San Bernardino (HACSB) is required to maintain an Administrative Plan which outlines regulations and policies necessary to administer the Housing Choice Voucher subsidized programs on behalf of the United States Department of Housing and Urban Development (HUD); and

WHEREAS, HUD requires public housing agencies to amend their Administrative Plan to incorporate changes and define policy relative to administration of the Housing Choice Voucher subsidized programs; and

WHEREAS, HACSB desires to amend its policies and procedures to incorporate a tenant-based waiting list preference for Emergency Housing Voucher participants, new HUD regulations and modifications to activities contained in HACSB's Moving to Work Annual Plans, as well as revise language in other sections.

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 revisions to the Administrative Plan governing the Housing Authority of the County of San Bernardino's rental assistance programs, attached hereto as Exhibit "A" and incorporated by reference herein.

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:

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, May 12, 2026.

Secretary

Summary of Administrative Plan Changes, May 2026

Section	Topic	Change
2.2.2	Applying to the Waiting List	Adds local waiting list preference to the tenant-based program for Emergency Housing Voucher (EHV) participants
2.2.8.3.1	Local Preferences	Adds information on how EHV participants with the local waiting list preference will be prioritized. The preference is subject to available funding
3.8.1	Declaration	Revises requirement for live-in aides and foster children/adults to declare citizenship/immigration status
3.9	Social Security Requirements	Adds that foster children, foster adults, and live-in aides must disclose social security numbers
3.11	Screen for Criminal Background and Drug Abuse	Revises screening requirements for EHV program participants transferring to the Housing Choice Voucher (HCV) program consistent with HUD guidance
3.12.2	Housing Services Program Determination - Streamlined Lease Assistance for Elderly/Disabled Families	Specifies the program type that will be provided to EHV participants admitted to the tenant-based program through the local preference
5.1.1.2	Determination of Subsidy Standard – Former Emergency Housing Voucher (EHV) Program Participants	Adds information on how subsidy standards will be applied to EHV participants transferring to the Streamlined Lease Assistance tenant-based program
6.1.1 & 6.1.2	General Income Determinations	Adds language to clarify the treatment of income for the care of a foster child or foster adult versus the income earned or received by a foster child or foster adult
6.4.2	Calculation of Housing Authority Subsidy – Streamlined Lease Assistance for Elderly/Disabled Families Program	Adds EHV participants admitted to the tenant-based program to the list of programs eligible for the rent calculation utilizing 24% of gross monthly income
6.5 and subparts	Minimum Rent	Provides implementation date and policy changes for the minimum rent activity contained in the 2025 MTW Plan and updates programs eligible for the minimum rent waiver
7.4.2	Social Security Numbers	Adds that foster children, foster adults, and live-in aides must provide verification of social security numbers

Summary of Administrative Plan Changes, May 2026 (Continued)

Section	Topic	Change
9.3.1	VASH Eligible Special Housing Types	Adds section concerning the special housing types permitted under HUD-VASH regulations
9.4	Ineligible Types of Housing	Removes ineligible special housing types exception for VASH due to the addition of the VASH special housing types in section 9.3.1
10.1.4	Types of Inspections – Reinspections	Clarifies that all occupied units failing inspection will be scheduled for a reinspection
11.5.1	Payment Standards for Housing Services Program	Clarifies how exception payment standard approval may affect the tenant rent portion
11.5.4	Payment Standards for Housing Services Program – Emergency Housing Voucher Program	Provides guidance on transitioning former EHV families to the Local Payment Standard
12.9	Changes that Result in Program Redetermination	Refers reader to section 6.5 of the Administrative Plan for program redeterminations affecting the minimum rent
15.7	Homeless Serving Special Programs – Program Reviews	Expands the programs eligible for special consideration under the criminal history background review to include project-based communities for special needs
19.5.1	Incoming Portability Families – Emergency Housing Voucher Program	Adds option to absorb incoming EHV portability families into the Streamlined Lease Assistance program
20.7.2 and subparts	Project-Based Communities for Special Needs	Removes No Child Left Unsheltered from the project-based communities for special needs section since all participants have been transferred to the tenant-based program. Additionally, adds 17 existing PBV units for persons fleeing domestic violence to this section

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- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

The Housing Authority will monitor the characteristics of the population being served and the characteristics of the population as a whole in the Authority's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved. When the waiting list is open any family asking to be placed on the waiting list for tenant-based rental assistance will be given the opportunity to apply.

2.2.2 Applying to the Waiting List [24 CFR 982.204 and 205]

The Housing Authority will utilize a computerized pre-application form through the Housing Authority Applicant Portal for all waiting lists. Assistance will be provided as a reasonable accommodation for persons with a disability. The purpose of the pre-application is to permit the Housing Authority to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. A lottery process is applied to the tenant-based waitlist and HACSB will randomly select a number of pre-applications based on the estimated number of families that can be served within a three (3) to five (5) year timeframe. Project-based waitlist applications are accepted as long as the project-based waitlist is open. Information entered into the Applicant Portal must be completed by the applicant and will contain at least the following information:

- Applicant Name, including the names of all household members and personal date (i.e. social security number, date of birth, etc.)
- Address
- Accessibility Needs
- Qualification for Veteran's Preference
- Racial or ethnic designation of all household members
- Annual (gross) family income

The Housing Authority will offer a local preference on the tenant-based waiting list and various project-based voucher waiting lists to families who are current participants of HACSB's Emergency Housing Voucher (EHV) program and are facing termination due to insufficient program funding. EHV participants receiving assistance from other housing authorities are not eligible for the preference unless the household is living in HACSB's jurisdiction and HACSB is administering the voucher under portability. HACSB may open any waiting list to accept applications only from applicants eligible for the EHV preference.

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Duplicate applications will not be accepted. The information on the pre-application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified. At that time, HACSB will ensure that family is served under the appropriate program and make the required adjustment.

2.2.3 Closing the Waiting List [24 CFR 982.206]

The application period for the waiting list shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over a three (3) to five (5) year timeframe. The Housing Authority will give at least a ten (10) day public notice prior to closing the list. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws. This process shall not apply to the waiting list for the Local Disaster Short-Term Rental Assistance Program, which shall be open only to families referred by partnering agencies in the event of a locally declared disaster nor shall it apply to the waiting list for the Family Unification Program, which is open only to families referred by CFS.

2.2.4 Eligibility for Placement on the Waiting List [24 CFR 982.201(f)]

The Housing Authority will review each completed pre-application received and make a preliminary assessment of the family's eligibility. To be eligible for placement on the waiting list a household must:

- Meet HACSB's definition of a family.
- Be a citizen or noncitizen who has eligible immigration status as determined in accordance with 24 CFR part 5, subpart E. If the applicant is a victim of domestic violence, dating violence, sexual assault, or stalking, 24 CFR part 5, subpart L, applies.
- For the Local Disaster Short-Term Rental Assistance Program, the household must also have been referred to HACSB by a partnering agency as a family displaced from housing as the direct result of a locally declared disaster.
- For the Family Unification Program, the household must also have been referred to HACSB by CFS.

When a family is determined to be ineligible, the Housing Authority will notify the family in writing.

For the tenant-based waiting list, the Housing Authority will randomly select a number of pre-applications based on the estimated number of families that can be served within a

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2.2.8.3.1 Local Preferences

The Housing Authority has established local preferences for the selection of families admitted to the tenant-based and project-based Housing Choice Voucher (HCV) programs. The following preferences were selected based on local housing needs and priorities:

A Veteran Preference is applied to ~~T~~tenant-~~B~~based and ~~P~~project-~~B~~based applications in which the head of household or spouse is:

- An active member of a branch of the United States Military Armed Forces;
- A Veteran; or
- Surviving spouse of a Veteran

A local preference for Emergency Housing Voucher (EHV) program participants experiencing program termination due to insufficient EHV funding is applied to both the tenant-based and project-based waiting lists. The EHV participant must maintain current participation on the EHV program to remain eligible for the preference.

The tenant-based waiting list preference is subject to available funding. Should funding become available under the tenant-based HCV program, current EHV households will be notified of the opportunity to transfer to the tenant-based program. If funding is unable to support all current EHV households, households will be assisted in the following order based on random assignment:

1. Households eligible for the Veteran Preference described above
2. Households whose head of household, spouse or cohead is age 57 or older or an individual with a disability
3. All other households

For the project-based voucher program, EHV program participants must apply to open waiting lists and assistance will be offered on a first-come, first-served basis. ~~Emergency Housing Voucher (EHV) Preference is applied only to Project-Based applications from families who are currently participating in HACSB's EHV program and facing termination due to insufficient program funding.~~

EHV participants receiving assistance from other housing authorities are not eligible for the local preference unless the household is living in HACSB's jurisdiction and HACSB is administering the voucher under portability.

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3.8 Citizenship/Eligible Immigration Status [24 CFR 982.201(a) & 982.203(b)(4) & 5.508]

Eligibility for assistance is contingent upon a family's submission of evidence of citizenship or eligible immigration status. In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Each family member, regardless of age, must submit a signed declaration of U.S. citizenship or eligible immigration status. The Housing Authority may request verification of the declaration according to verification guidelines detailed in this chapter and chapter 7.

3.8.1 Declaration [24 CFR 5.508]

HUD requires each family member to declare whether the individual is a citizen, a national, or an eligible noncitizen, except those members who elect not to contend that they have eligible immigration status. Those who elect not to contend their status are considered to be ineligible noncitizens. For citizens, nationals and eligible noncitizens the declaration must be signed personally by the head, spouse, cohead, and any other family member eighteen (18) or older, and by a parent or guardian for minors. The family must identify in writing any family members who elect not to contend their immigration status (see Ineligible Noncitizens below). ~~NeA~~ declaration is required for live-in aides, foster children, or foster adults, but no additional verification of citizenship or immigration status is required.

3.8.2 Ineligible Noncitizens

Those noncitizens who do not wish to contend their immigration status are required to have their names included on a noncontending family members listing, signed by the head, spouse, or cohead (regardless of citizenship status), indicating their ineligible immigration status. The Housing Authority is not required to verify a family member's ineligible status and is not required to report an individual's unlawful presence in the U.S. to the United States Citizenship and Immigration Services (USCIS).

Providing housing assistance to noncitizen students is prohibited [24 CFR 5.522]. This prohibition extends to the noncitizen spouse of a noncitizen student as well as to minor children who accompany or follow to join the noncitizen student. Such prohibition does not extend to the citizen spouse of a noncitizen student or to the children of the citizen spouse and noncitizen student. Such a family is eligible for prorated assistance as a mixed family.

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3.8.3 Mixed Families [24 CFR 5.504]

An applicant family is eligible for assistance as long as at least one (1) member is a U.S. citizen or eligible immigrant. A family that includes eligible and ineligible individuals is called a “mixed family.” Mixed family applicants will be given notice that their assistance will be prorated and that they may request an informal review if they contest this determination in accordance with the policies described in Chapter 15.

3.8.4 No Eligible Members [24 CFR 982.552(b)(4)]

The Housing Authority is required to deny admission if no member of the family is a U.S. citizen or eligible immigrant. Families will be provided the opportunity to appeal the decision in an informal review in accordance with the policies described in Chapter 15.

3.9 Social Security Requirements [24 CFR 5.216 (a)]

The applicant and all members of the applicant’s household, including foster children, foster adults, and live-in aides, must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN described in Chapter 7. These requirements do not apply to noncitizens who do not contend eligible immigration status. If the family fails to provide SSN documentation within the timeframes established by the Housing Authority, assistance will be denied in accordance with the policies described in Chapter 15.

3.10 Family Consent to Release of Information [24 CFR 5.230, 24 CFR 982.552(b)(3)]

Applicants must provide true and complete information to the Housing Authority whenever information is requested. The Housing Authority will obtain proper authorization from the family before requesting information from independent sources. The Housing Authority must deny admission to the program if any member of the applicant family fails to sign and submit the consent forms for obtaining information.

All adult family members will be required to sign the HUD-9886-A “Authorization for Release of Information/Privacy Act Notice.” In addition to the Authorization for Release of Information/Privacy Act Notice, the Housing Authority requires family members to sign other specific authorization for release of information forms. Each member requested to consent to the release of specific information will be provided with a copy of the appropriate forms for their review and signature.

3.11 Screening for Criminal Background and Drug Abuse [24 CFR 982.522 - 982.553 and PIH Notice 2012-28]

The Housing Authority will screen all applicants eighteen (18) years of age and older for criminal and drug related activity unless the applicant is continuously assisted under

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another Housing Services Program, such as Moving On participants or EHV participants transferring to ~~the project-based program~~ Housing Choice Voucher program with no interruption in assistance. Applicants will be advised on the pre-application and at the start of the eligibility process that criminal behavior may preclude admission to the Housing Services Program. All persons who sign the Disclosure Form, including the certification of criminal activity, declare under penalty of perjury that the information provided is accurate. Providing false information on this certification is grounds for denial of assistance.

The Housing Authority will check for criminal activity of an applicant family by using the criminal records system of the City and County of San Bernardino, the State of California, and the federal National Crime Information Center (the "NCIC"). The Housing Authority will also examine criminal histories provided by other States or municipalities, court records, and other evidence that might document any criminal activity. The information to be examined includes:

- Any and all information relative to any criminal convictions or activity, both felonies and misdemeanors within the past seven (7) years;
- Any and all information relative to any criminal charges that are currently pending before the court of the State of California or any jurisdiction, including the federal courts;
- Lifetime sex offender registration requirement for any household member. The Housing Authority will check in California and any other states where any family member is known to have resided.

The Housing Authority also will screen all applicants ages eighteen (18) years and older for drug related activity. The Housing Authority is a federally funded Agency and as a result, does not recognize State and Local laws that decriminalize certain drugs, including medical marijuana.

The Fair Housing Act explicitly states that current illegal drug users ARE NOT a protected class (persons with disabilities) and permits Housing Authority to reject such applicants. Further, notwithstanding any other provision of law, no individual shall be considered a person with disabilities, for the purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. [QHWRA; Subtitle A; Sec. 506(3)].

The Housing Authority will not conduct additional screening to determine an applicant family's suitability for tenancy. However, HUD requires the Housing Authority to provide

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prospective owners with the family's current and prior address (as shown in Housing Authority records) and the name and address (if known) of the owner at the family's current and prior addresses.

An applicant will be denied admission for criminal and drug related history in accordance with the policies described in Chapter 15.

3.12 Housing Services Program Determination

Once all eligibility factors have been confirmed, the Housing Authority will determine the Housing Services program for which the family qualifies. Program determination criteria are described in this section.

3.12.1 Term-Limited Lease Assistance

Career-able families that will be admitted to the Term-Limited Lease Assistance program include:

- All applicants admitted after January 1, 2012, who are career-able families (not elderly or disabled families),
- Port-in families,
- Families exercising mobility through the Project-Based Voucher program,
- Non-legacy families in Rental Assistance Demonstration (RAD) units exercising mobility who are briefed on or after November 1, 2017, or as soon as practicable thereafter, and
- The former Upland Housing Authority waiting list applicants who are pulled on or after July 1, 2017.

No Child Left Unsheltered (NCLU) career-able families will be transitioned to the Term-Limited Lease (TLA) program without the NCLU program designation according to the following:

- NCLU career-able families admitted between January 1, 2020 and December 31, 2022 at the conclusion of the initial four-year period.
- All career-able households admitted to the NCLU program after December 31, 2022 will transition after two-years.¹³
- Career-able families admitted before January 1, 2020 will transition at the first recertification occurring after January 1, 2025.

¹³ The FY2023 MTW Report extended the transition period for certain participants on No Child Left Unsheltered.

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Exceptions to this policy may be made for families exercising portability or mobility through a VAWA accommodation. For the purpose of this program, a non-elderly family is one in which the head of household, spouse or cohead is fifty-six (56) years of age or younger. A non-disabled family is one in which the head of household, spouse or cohead is not disabled.

3.12.2 Streamlined Lease Assistance for Elderly/Disabled Families

Families that will be admitted to the Streamlined Lease Assistance for Elderly/Disabled Families include:

- All elderly/disabled applicants for Housing Services programs (excluding Term-Limited Lease Assistance eligible families) who are selected from the waiting list after February 1, 2015,
- Incoming elderly/disabled portability households,
- Elderly/disabled families admitted under the No Child Left Unsheltered program criteria,
- Elderly/disabled families transferred from project-based to tenant-based assistance,
- Moving On Strategy program criteria for Continuum of Care households,
- Emergency Housing Voucher program participants transferred to the tenant-based program through a local preference,
- Sponsor-based project-based voucher program criteria, and
- Former Upland Housing Authority elderly/disabled families transferred through the HUD approved voluntary transfer on July 1, 2017

For the purpose of this program, an elderly family is one in which the head of household, spouse or cohead is fifty-seven (57) years of age or older. A disabled family is one in which the head of household, spouse or cohead is disabled.

No Child Left Unsheltered (NCLU) elderly/disabled families will be transitioned to the Streamlined Lease Assistance program without the NCLU program designation according to the following:

- NCLU elderly/disabled families, admitted prior to 2020, who are transferred from project-based to tenant-based assistance due to HAP contract termination.
- NCLU elderly/disabled families, admitted between January 1, 2020 and December 31, 2022 after four years of participation in the No Child Left Unsheltered (NCLU) program.

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- Elderly/disabled households admitted to the NCLU program after December 31, 2022 will transition after two-years.
- Elderly/disabled families admitted before January 1, 2020 will transition at the first recertification occurring after January 1, 2025.

3.12.3 Streamlined Lease Assistance for Career-Able Families

Families that will be assisted under the Streamlined Lease Assistance for Career-able Families include:

- All non-elderly and non-disabled participants, including incoming portability families for which HACSB bills the initial housing authority, who received assistance prior to January 1, 2012 and have a recertification effective date of February 1, 2015 or later,
- Families assisted under the No Child Left Unsheltered program criteria (admitted prior to October 1, 2019),
- Career-able families transitioned from project-based to tenant-based assistance due to HAP Contract termination or due to a VAWA emergency transfer,
- Families assisted under the sponsor-based project-based voucher program criteria
- Current project-based voucher participants, and/or
- Former Upland Housing Authority career able families transferred through the HUD approved voluntary transfer on July 1, 2017 .

No Child Left Unsheltered (NCLU) career-able families admitted prior to 2020 will be transitioned to the Streamlined Lease Assistance program without the NCLU program designation when transferred from project-based to tenant-based assistance due to HAP contract termination.

3.12.4 Mainstream Vouchers

The Mainstream Voucher Program was developed to provide rental assistance to non-elderly individuals with disabilities who are seeking suitable, affordable, and accessible housing in the private market. Mainstream participants are assigned to either the Streamlined Lease Assistance for Elderly/Disabled or Streamlined Lease Assistance for Career-able based on family type.

3.12.5 Family Unification Program/Foster Youth to Independence

The Family Unification Program (FUP) and Foster Youth to Independence (FYI) will be administered using the Streamlined Lease Assistance (SLA) Program for Career-Able Families unless the family meets the criteria for the Streamlined Lease Assistance for

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basis and requires Housing Authority Approval. Refer to Chapter 20: Project-Based Assistance Program, Alternative Occupancy Standards.

5.1.1.1 Subsidy Standard Reduction

This section does not apply to VASH and EHV participants.

Prior to 2012, the Housing Authority had provided one bedroom to the head of household and spouse and one additional bedroom for every two household members. All pre-2012 households will be subject to the subsidy standard in Section 5.1.1 as follows:

No tenant rent portion change – Households, who will not experience a tenant rent portion change due to the application of the subsidy standard in Section 5.1.1, will be subject to the current subsidy standard on the effective date of the next action (recertification or interim) on or after July 1, 2025 or when the family moves to another unit, whichever occurs sooner.

Tenant rent portion change – Households, who will experience a tenant rent portion change due to the application of the subsidy standard in Section 5.1.1, will be notified by July 1, 2025, and the subsidy standard change will be effective at family's next recertification on or after July 1, 2026 or when the family moves to another unit, whichever occurs sooner.

5.1.1.2 Former Emergency Housing Voucher (EHV) Program Participants

EHV participants admitted to the tenant-based HCV program through the local preference will retain their current subsidy size at transfer unless the family has experienced a household composition change and the family is due to be downsized at recertification or the family elects to move. If a household composition change or move occurs any time during or after the program change, the household will be subject to the subsidy standards provided under section 5.1.1.

5.1.2 Traditional, Regulatory Assistance for Special Purpose Programs

This section applies to VASH and EHV vouchers issued prior to October 1, 2024. The Housing Authority will assign one bedroom to the Head of Household, Spouse and/or cohead and an additional bedroom for every two family members. For example, a 2-person household (Head of Household and child) would be eligible for a 2 bedroom.

5.2 Subsidy Standards Waiver [24 CFR 982.402(b)(8)]

The standards discussed above should apply to the vast majority of assisted families. However, in some cases, the Housing Authority may grant waivers to the subsidy

CHAPTER 6: ANNUAL INCOME, ADJUSTED ANNUAL INCOME AND FAMILY RENT SHARE CALCULATION

6. Introduction [24 CFR 982.54(d)]

This chapter describes all policies related to income calculations and the calculation of family rent share for the Housing Services programs.

6.1 General Income Determination Requirements [24 CFR 5.609(a); 5.603, and 5.100]

Annual income includes, with respect to the family:

- All amounts, monetary or not, unless specifically excluded below, received from all sources by each member of the family 18 years or older or is head of household or spouse of head of household, plus
- Unearned income by or on behalf of each dependent who is under 18 years of age.

Income of temporarily absent family members is also included in family income.

6.1.1 Term-Limited Lease Assistance, Streamlined Lease Assistance, Veterans Affairs Supportive Housing (VASH), Emergency Housing Voucher, and Family Self-Sufficiency Programs

For the purposes of initial eligibility, the Housing Authority also will calculate the amounts from assets to which any member of the family has access. These assets will be used to determine if the family exceeds the income limit threshold but will not be included for purposes of calculating total annual income or family rent share.

The rules on which sources of income are counted vary somewhat by family member. The chart below summarizes how family composition affects income determinations and further information on family members is included in Chapter 4.

This section applies to the Emergency Housing Voucher (EHV), Family Self-Sufficiency, and Veterans Affairs Supportive Housing (VASH) programs effective January 1, 2019, or as soon as practicable thereafter.

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Summary of Income Included and Excluded by Person	
Live-in aides	Income from all sources is excluded [24 CFR 5.609(b)(8)].
Foster children and foster adults ¹⁸	Income for the care of a foster child or foster adult, including Kin GAP income <u>or foster support payments</u> , is included. ¹⁹ <u>Earned and unearned income of the foster child or foster adult, such as SSI or wages, is excluded.</u>
Head, spouse, or cohead and other adult family members	All sources of income not specifically excluded by the regulations are included, except the full amount of student financial assistance is excluded. ²⁰
Children under 18 years of age	Earned income is excluded [24 CFR 5.609(b)(3)]. All other sources of income, except those specifically excluded, are included.
Full-time students 18 years of age or older (not head, spouse, or cohead)	Student financial assistance and earned income is excluded [24 CFR 5.609(b)(14)]. ²¹ All other sources of income, except those specifically excluded by the regulations, are included.

The exclusion of student financial assistance is effective 1/1/2024 or as soon as practicable thereafter.

6.1.2 Traditional, Regulatory Assistance for Special Purpose Programs

This section does not apply to the Veterans Affairs Supportive Housing (VASH), Emergency Housing Voucher, and Family Self-Sufficiency programs (see 6.1.1).

Annual income also means amounts derived from assets to which any member of the family has access. Assets are included in the annual income calculation for initial eligibility and recertifications, and to determine family rent share. The rules on which sources of income are counted vary somewhat by family member. The chart below summarizes how family composition affects income determinations and further information on family members is included in Chapter 4.

¹⁸ ~~HACSB's MTW Plan Activity 5: Simplified Income Determination includes all income for the care of foster children.~~

¹⁹ HACSB's MTW Plan Activity 5: Simplified Income Determination includes income for the care of foster children.

²⁰ HACSB's FY2024 MTW Plan: Activity 5: Simplified Income Determination added all student financial assistance to the excluded income list.

²¹ HACSB's MTW Activity 5: Simplified Income Determination excludes all earned income from Full-Time Students. The FY2024 MTW Plan added all student financial assistance to the excluded income list.

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Summary of Income Included and Excluded by Person	
Live-in aides	Income from all sources is excluded [24 CFR 5.609(b)(8)].
Foster child or foster adult	<u>Income for the care of a foster child or foster adult, including Kin GAP income, and the income of foster child or foster adult</u> from all sources is excluded [24 CFR 5.609(b)(4); 5.609(b)(8)].
Head, spouse, or cohead Other adult family members	All sources of income not specifically excluded by the regulations are included.
Children under 18 years of age	Earned income is excluded [24 CFR 5.609(b)(3)]. All other sources of income, except those specifically excluded by the regulations, are included.
Full-time students 18 years of age or older (not head, spouse, or cohead)	Earned income in excess of the dependent allowance is excluded [24 CFR 5.609(b)(14)]. All other sources of income, except those specifically excluded by the regulations, are included.

6.2 Annual Income

Annual income is the total gross income a family has after adding all income except the income that is specifically excluded as described in this section. Adjusted annual income is discussed in Section 6.3 and recognizes allowances and deductions from annual income for certain Housing Services programs.

6.2.1 Term-Limited Lease Assistance, Streamlined Lease Assistance, Veterans Affairs Supportive Housing (VASH), Emergency Housing Voucher, and Family Self-Sufficiency Programs

The Housing Authority counts all income anticipated to be received from a source outside the family during the twelve (12) month period following admission or recertification effective date.²²

The Housing Authority generally will use current circumstances to determine anticipated income for the coming twelve (12) month period except when:

1. An imminent change in circumstances is expected
2. It is not feasible to anticipate a level of income over a twelve (12) month period (e.g., seasonal or cyclic income)

²² HACSB's FY2024 MTW Plan Activity 5: Simplified Income Determination describes the use of anticipated income for new admissions and recertifications.

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outside source, (3) in combination with any medical expenses, exceed three percent of annual income, and (4) do not exceed the earned income received by the family member who is enabled to work.

For families who qualify for both medical and disability expenses deduction, when expenses anticipated by a family could be defined as either medical or disability assistance expenses, the Housing Authority will consider them medical expenses unless it is clear that the expenses are incurred exclusively to enable a person with disabilities to work.

6.4 Calculation of Housing Authority Subsidy and Family Rent Share

Each Housing Services program determines the Housing Authority subsidy and family rent share differently. Family rent share describes the amount of rent for which a family is responsible. This previously was known as "Total Tenant Payment." This section describes the calculation for each program.

6.4.1 Term-Limited Lease Assistance Program

For families initially leasing under this program with a briefing date on or after November 1, 2017, or as soon as practicable thereafter, including applicants pulled from the former Upland Housing Authority waiting list on or after July 1, 2017, the Housing Authority subsidy and family rent portion shall be calculated using the same methodology established via the Streamlined Lease Assistance for Career-Able Families Program.

6.4.2 Streamlined Lease Assistance for Elderly/Disabled Families Program

For families initially briefed in this program on or before December 31, 2018 or admitted under the [tenant-based program local preference for Emergency Housing Voucher \(EHV\) participants or Moving On Strategy](#)³⁷, HACSB will calculate family rent share by selecting the greater of twenty-four percent (24%) of gross monthly income, the baseline rent, or the minimum rent.

Except for families admitted under the Moving On Strategy [and tenant-based program local preference for EHV participants](#), the family rent share of 24% will increase to the greater of 27% of gross monthly income, the baseline rent, or the minimum rent on or

³⁷ The FY 2023 Moving to Work Annual Plan included Activity 29: Moving On Strategy establishing the family's rent share as the greater of 24% of their gross income, the minimum rent or baseline rent.

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about July 1, 2026, and on or about July 1, 2027, the family rent share will increase to the greater of 30% of gross monthly income, the baseline rent, or the minimum rent.³⁸

For families initially briefed in this program on or after January 1, 2019, (or as soon as practicable thereafter) HACSB will calculate family rent share by selecting the largest of thirty percent (30%) of monthly annual income, the baseline rent, or the minimum rent. If the family is leasing a unit that is larger than their approved subsidy standard size and the family chooses to remain in the unit at program implementation or has chosen to rent a unit that is larger than their approved subsidy standard size while on the program, the family will pay the difference between the amount the Housing Authority will pay under the Streamlined Lease Assistance Program on behalf of the family and the contract rent. This also applies to the former Upland Housing Authority (UHA) elderly/disabled families as a result of the voluntary transfer on July 1, 2017, with a recertification date of January 1, 2018, or later; future Plan references to Streamlined Lease Assistance families will also apply to these former UHA families.

For new admissions and program redeterminations effective on or after January 1, 2026, the family rent share will be calculated based on the greater of:

1. 36% of gross monthly income,³⁹
2. The highest family rent share previously calculated for the family (the baseline rent); or
3. Minimum rent

6.4.3 Streamlined Lease Assistance for Career-Able Families Program

For existing SLA participants and families initially leasing under this program, the Housing Authority has established a tiered rent schedule in the Streamlined Lease Assistance Program for Career-Able Families Program. The family rent share will be calculated based on which of the following is greater:

1. Larger of the applicable rent tier percentage multiplied by monthly gross income, or

³⁸ FY 2025 Moving to Work Plan, Amendment 1, included revisions to Activity 22: Streamlined Lease Assistance tiering households on the 24% rent calculation to 27% and 30% over two years except for Moving On participants.

³⁹ FY 2025 Moving to Work Plan, Amendment 1, included revisions to Activity 22: Streamlined Lease Assistance program changing the rent calculation for newly admitted households to greater of 36% of gross monthly income, the baseline rent or minimum rent.

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6.4.9 Calculation of Housing Authority Subsidy and Family Rent Share for Traditional, Regulatory Assistance for Special Purpose Programs

The family rent share for a household is determined by using the largest of the following: ten percent (10%) of Monthly Gross Annual Income, thirty percent (30%) of Monthly Adjusted Income or the applicable minimum rent. For the VASH, EHV and FSS programs, any amount of rent over the payment standard must be paid for by the family and cannot be subsidized by the Housing Authority. For Continuum of Care and Housing Opportunities for Persons with AIDs, the payment standard is not used to determine the Housing Assistance Payment (HAP) amount.

6.5 Minimum Rent [24 CFR 5.630 and 5.630]

6.5.1 Streamlined Lease Assistance, Term-Limited Lease Assistance and Family Self-Sufficiency Programs

Effective 10/1/2026, the minimum rent for the most families participating in the Streamlined Lease Assistance program, including the Term-Limited Lease Assistance, and Family Self-Sufficiency (FSS) Program is \$~~450~~125.00.⁴¹

A minimum rent of \$125 applies to the following populations and programs:

- Streamlined Lease Assistance for Elderly/Disabled families with no career-able member; and
- Programs serving vulnerable populations (see section 6.5.1.4)

6.5.1.1 Minimum Rent Transition Period

For households subject to the \$450 minimum rent, who were admitted prior to 10/1/2026, the minimum rent will be based on the family's annual income at the family's next recertification on or after 10/1/2026 and the minimum rent will be tiered according to the following schedule until the family reaches the \$450 minimum rent:

⁴¹ The FY ~~2009-2025~~ Moving to Work Annual Plan ~~included amended~~ Activity 10: Minimum Rent which established a minimum rent of ~~\$125-450~~ or \$125 for all Housing Services programs except VASH, EHV, and Traditional, Regulatory Assistance for Special Purpose Programs.

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<u>Income at 1st recertification on or after 10/1/2026</u>	<u>Starting Minimum Rent</u>	<u>2nd recertification</u>	<u>3rd recertification</u>
<u>\$0 - \$7,500</u>	<u>\$225</u>	<u>\$325</u>	<u>\$450</u>
<u>\$7,501 - \$10,833</u>	<u>\$325</u>	<u>\$450</u>	<u>--</u>
<u>\$10,834 +</u>	<u>\$450</u>	<u>--</u>	<u>--</u>

The rent share for these families will be calculated based on the greater of:

1. The applicable rent percentage multiplied by gross monthly income; or
2. The highest family rent share previously calculated for the family (the baseline rent); or
3. The applicable minimum rent based upon the above schedule.

6.5.1.2 Program Redetermination and Minimum Rent

If the family has a program change on or after 10/1/2026, the minimum rent will be as follows:

- a. \$125 for Streamlined Lease Assistance Elderly/Disabled families with no career-able member;
- b. The minimum rent tier currently in effect for the family (Example: An SLA family on the \$325 tier who is transitioned to FSS before their next recertification will remain on the \$325 minimum rent until their next recertification); or
- c. \$450

With the exception of FSS enrollments and exits, program redeterminations will occur at the first recertification following the change.

6.5.1.3 Temporary Waiver of Minimum Rent

A policy has been established for a temporary waiver from the minimum rent for families who demonstrate a hardship in paying the required minimum amount. Families may request a temporary waiver to the minimum rent by completing the Minimum Rent Waiver Request Form and providing documentation that supports the hardship for the family.

A temporary waiver of minimum rent may be granted as follows:

- Decrease in Income – The total household income has decreased due to a ‘No Fault’ loss of employment or a family member with income moved out. Supporting documentation may include the notice of loss of employment, legal documentation

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indicating that family member with income has vacated the unit or other such documentation requested by HACSB.

- Death in the Immediate Family – The total household income has decreased due to the death of an immediate family member. Supporting documentation must include verification of the actual loss of income and verification of the relationship to the deceased family member. Immediate family members include current spouse, cohead, child, legal guardian, sibling, grandparent, grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in-law, or registered domestic partner.

The waiver, if approved, shall be provided ~~on a month-to-month basis not to exceed a total period of~~ up to three months. A waiver will be provided only once for each incident that occurs in the household.

6.5.1.3.1 Streamlined Lease Assistance Program and Term-Limited Lease Assistance Program

Upon approval of the waiver, the total tenant payment shall be calculated using the family's current rent ~~tier percentage~~ multiplied by the family's gross monthly income and shall be effective on the first of the month following the month in which the family submitted the waiver request form with all supporting documentation.

6.5.1.3.2 Family Self-Sufficiency Program

Upon approval of the waiver, the total tenant payment shall be calculated at 30% of the family's monthly adjusted income and shall be effective on the first of the month following the month in which the family submitted the waiver request form with all supporting documentation.

6.5.1.4 Programs Serving Vulnerable Populations

A temporary waiver of the minimum rent will also be applied automatically to vulnerable individuals and families who are initially moving into a homeless serving program, such as Permanent Supportive Housing until the regularly scheduled recertification.⁴² A family granted the automatic waiver under a homeless serving program will not be required to repay the minimum rent. Starting with the first recertification, the minimum rent will

⁴² The FY 2022 Moving to Work Annual Plan modified Activity 10: Minimum Rent to allow HACSB to reduce or postpone the minimum rent for individuals in programs serving extremely vulnerable populations. The programs include project-based ~~voucher developments~~ communities for special needs (Section 20.7.2), Moving On, Family Unification Program, Foster Youth to Independence, and No Child Left Unsheltered, and EHV families transferred to the tenant-based HCV program under the local preference for EHV participants.

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increase to \$50, and at the second recertification, the minimum rent will be \$125.⁴³

6.5.2 Veterans Affairs Supportive Housing (VASH) and Emergency Housing Voucher (EHV) Programs

The minimum rent is \$50 for the VASH and EHV programs. A temporary waiver of the minimum rent will be applied automatically to homeless individuals at admission until the regularly scheduled recertification.⁴⁴ A family granted the automatic waiver under a homeless serving program will not be required to repay the minimum rent.

If a family is unable to pay the minimum rent because of financial hardship, the Housing Authority must grant an exemption from the minimum rent. To qualify for a hardship exemption, a family must submit a request for a hardship exemption in writing. The request must explain the nature of the hardship and how the hardship has affected the family's ability to pay the minimum rent.

The financial hardship exemption applies only to families required to pay the minimum rent. If a family's rent share is higher than the minimum rent, the family is not eligible for a hardship exemption. If the Housing Authority determines that a hardship exists, the family share is the highest of the remaining components of the family's calculated rent share.

Financial hardship includes the following situations:

1. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
 - a. A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.
 - i. For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may

⁴³ The FY 2025 Moving to Work Annual Plan, Amendment No. 1 modified Activity 10: Minimum Rent to increase the minimum rent to \$450, while exempting NCLU, Moving On, and other programs serving vulnerable populations.

⁴⁴ The FY 2022 Moving to Work Annual Plan modified Activity 10: Minimum Rent to allow HACSB to reduce or postpone the minimum rent for individuals in programs serving extremely vulnerable populations.

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7.4.2 Social Security Numbers [24 CFR 5.216 and Notice PIH 2012-10]

The family must provide documentation of a valid social security number (SSN) for each member of the household, including foster children, foster adults, and live-in aides, with the exception of individuals who do not contend eligible immigration status. The only other exception is for existing program participants who were at least sixty-two (62) years of age as of January 31, 2010 and had not previously disclosed an SSN.

The Housing Authority accepts the following documentation as acceptable evidence of the social security number:

- An original SSN card issued by the Social Security Administration (SSA)
- An original SSA-issued document, which contains the name and SSN of the individual
- An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual. A DD-214 or 10-10EZ form is accepted in place of an SSN card for a HUD-VASH veteran.

When the participant requests to add a new household member who is at least six (6) years of age, or who is under the age of six (6) and has an SSN, the participant must provide the complete and accurate SSN assigned to each new member at the time of reexamination or recertification, in addition to the documentation required to verify it. The Housing Authority cannot add the new household member until such documentation is provided.

When a participant requests to add a new household member who is under the age of six (6) and has not been assigned an SSN, the participant must provide the SSN assigned to each new child and the required documentation within ninety (90) calendar days of the child being added to the household. A ninety (90) day extension will be granted if the Housing Authority determines that the participant's failure to comply was due to unforeseen circumstances and was outside of the participant's control. During the period the Housing Authority is awaiting documentation of the SSN, the child will be counted as part of the assisted household.

7.4.2.1 Emergency Housing Voucher Program

During the initial eligibility determination for the Emergency Housing Voucher program, the Housing Authority will accept self-certification of social security number if documentation is unavailable. However, documentation of the social security number must be received within 180 days of admission. Further extensions may be provided if

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9.3 Eligible Types of Housing [24 CFR 982.352]

There are a number of criteria that a dwelling unit must meet in order to be eligible for assistance under the Housing Services Program. Generally, a family may choose any available rental dwelling unit on the market in the Housing Authority's jurisdiction. This includes the dwelling unit they are currently occupying. The Housing Authority may approve any of the following types of housing:

- Single-family dwellings, including condos and townhouses;
- Manufactured homes ;
- Multifamily dwellings (apartment buildings);
- Accessory Dwelling Units (ADUs) with finalized permits;
- Shared housing (a single housing unit occupied by an assisted family and another resident or residents); and
- Housing Authority owned units which are not subsidized by the Housing Authority (subject to HUD-prescribed requirements).

If a family owns a rental unit, the family cannot reside in it while being assisted. The Housing Authority may not permit a family to lease a unit which is receiving project-based assistance or any duplicative rental subsidies.

9.3.1 VASH Eligible Special Housing Types [24 CFR 982.352(a)]

The Housing Authority will approve the following special housing types to accommodate HUD-VASH veterans:

- Single Room Occupancy (SRO)
- Congregate Housing
- Group Home
- Cooperative Housing (excluding families that are not cooperative members)
- Medical Foster Home
- Adult Care Home
- Assisted Living Facility
- Manufactured home (when the family owns the manufactured home and leases the space)
- Shared Housing (tenant-based program only)

Persons living in community residential care settings, such as group homes, assisted living facilities, congregate housing, and adult family homes must not require continual medical or nursing care.

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9.4 Ineligible Types of Housing [24 CFR 982.352(a)]

The Housing Authority will not approve:

- A unit occupied by the owner or by any person with an interest in the unit, except for a:
 - home owned by the family that is assisted under the Homeownership Program; or
 - shared housing arrangement as long as the owner is not a member of the participant's household or related by blood or marriage to the participant;
- Manufactured home owned by the assisted family;
- Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
- College or other school dormitories;
- Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions⁵⁹;
- Structures, such as hotels/motels or garages, that have been converted to residential housing without finalized permits for all conversion work;
- Converted garages or other structures not intended to be living areas; or
- Any other types of housing prohibited by HUD.

With the exception of ~~VASH program participants or~~ participants with an approved reasonable accommodation, HACSB will not approve the following special housing types: single room occupancy (SRO), congregate housing, group home, and cooperative housing.

9.5 Restrictions on Renting to a Relative [24 CFR 982.306]

Assisted families will not be allowed to rent a unit from an owner (including a principal or other interest party) who is a spouse, parent, child, grandparent, grandchild, sister or brother, aunt, uncle, niece or nephew and/or cousin, of any member of the family or step-family, including in-law relationships, unless the Housing Authority has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a

⁵⁹ HUD regulations allow HUD-VASH families to live on the grounds of a VA facility in units developed to house homeless families.

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10.1.4 Reinspection

If an occupied unit fails ~~annual or biennial~~ inspection, the Housing Authority will schedule a reinspection of the unit and notify the family and owner of the reinspection date and time by mail. In some cases, the Housing Authority will accept a self-certification of repairs along with documentation and photographs in lieu of conducting a reinspection. Self-certifications will not be accepted for emergency items. If the family is not at home for the reinspection appointment, a card will be left at the unit and another appointment may be scheduled upon approval by a supervisor. The appointment letter contains a warning of abatement (in the case of owner responsibility), and a notice of the owner's responsibility to notify the family.

The family is also notified that it is a family obligation to allow the Housing Authority to inspect the unit. The family will be advised that tenant-caused deficiencies may result in termination of assistance in accordance with Chapter 16.

10.1.5 Special/Complaint Inspections [HCV GB, p 10-30]

If at any time the family or owner notifies the Housing Authority that the unit does not meet inspection standards, the Housing Authority will conduct an inspection. If the reported deficiency is life-threatening, the Housing Authority must both inspect the housing unit and notify the owner if the life-threatening deficiency is confirmed within 24 hours of receiving the notification. If the reported deficiency is non-life-threatening, the Housing Authority must inspect and notify the owner of the confirmed deficiency within 15 days of receiving the notification.

The Housing Authority may also conduct a special inspection based on information from third-parties such as neighbors or public officials.

In such case, the Housing Authority will conduct a full unit inspection and the responsible party will be required to make the necessary corrections. A passed special inspection does not qualify the unit for a change to the annual/biennial inspection due date.

10.1.6 Quality Control Inspections [24 CFR 982.405(b); HCV GB, p. 10-32]

Quality Control inspections will be performed based on a random sampling of units throughout the year to ensure that units maintain compliance with inspection standards, to ensure that each Inspector is conducting accurate and complete inspections, and to ensure there is consistency among Inspectors in application of the inspection standards. The Housing Authority may also conduct quality control inspections to ensure that families who were approved for an additional bedroom under a reasonable accommodation are using the additional bedroom as intended.

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will consider whether the bathroom and/or kitchen is private or shared. When these facilities are private versus shared, HACSB may provide additional consideration when determining the reasonable rent.

11.4 Payment Acceptance and Certification

Owners will be advised that by accepting each monthly payment from the Housing Authority s/he will be certifying that the rent to owner is not more than rent charged by owner for comparable unassisted units in the premises. If requested, the owner must provide to the Housing Authority information on rents charged by the owner for other units in the premises or elsewhere. The Housing Authority will only request information on the owner's units elsewhere if the Housing Authority has cause to demonstrate that the owner has a tendency to charge higher rents to program participants or if needed for rent reasonableness comparables.

11.5 Payment Standards for the Housing Services Program [24 CFR 982.4]

The payment standard is used to calculate the housing assistance payment for a family. *Payment standard* is defined as "the maximum monthly assistance payment for a family assisted in the program (before deducting the total tenant payment by the family)."

The payment standard for a family is the lower of (1) the payment standard for the family unit size, which is defined as the appropriate number of bedrooms for the family under the Housing Authority's subsidy standards or (2) the payment standard for the size of the dwelling unit rented by the family. The payment standard for space rent is equal to the family unit size under the subsidy standards.

11.5.1 Term-Limited Lease Assistance, Streamlined Lease Assistance, Veterans Affairs Supportive Housing (VASH), Emergency Housing Voucher (EHV) and Family Self-Sufficiency Programs

This section applies to new admissions and changes of unit or payment standard⁶⁴ under the Veterans Affairs Supportive Housing (VASH) program effective January 1, 2021, or as soon as practicable thereafter.

The Housing Authority has established a comprehensive payment standard schedule that is based on rental submarkets in the County of San Bernardino.⁶⁵

⁶⁴ In CY 2025, VASH participants were transferred from the Special Purpose Voucher Programs Payment Standards to the Local Payment Standards except for participants whose tenant rent share would increase.

⁶⁵ The FY 2009 Moving to Work Annual Plan including Activity 12: Local Payment Standards which authorized the creation of local payment standards for the County of San Bernardino.

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At least annually, the Housing Authority will review the local payment standards. The agency may subsequently increase or decrease the payment standards. Payment standard increases will be applied at the earliest of the participant's first recertification, move to another unit, or subsidy standard change following the payment standard increase.⁶⁶ However, an increase to the Local Payment Standards will not be automatically applied at recertification if the participant has leased a unit that is larger than their approved voucher subsidy size ("over-housed" participants). Increases to the Local Payment Standards will apply to over-housed participants only if a rent increase is requested by the landlord and approved in accordance with HACSB's rent reasonableness policies.

Before increasing the payment standard, the Housing Authority may review the budget to determine the impact projected subsidy increases would have on funding available for the program and the number of families served. For this purpose, the Housing Authority will compare the number of families who could be served under a higher payment standard with the number assisted under current payment standards.

If the payment standard is reduced, the payment standard will remain unchanged for families that are under HAP contract when the payment standard reduction occurred. However, if a change to the household size results in a reduction to the family's subsidy standard unit size, the payment standard for the appropriate subsidy standard unit size will apply at the earliest of the first recertification or move to another unit following the subsidy standard change.

An exception payment standard may be approved if necessary, as a reasonable accommodation for a family that includes a person with disabilities per Notice PIH 2025-12. The Housing Authority may approve an exception payment standard up to the greater of 120 percent of the local payment standard or 120 percent of Fair Market Rent (FMR) or for the VASH program, up to the greater of 140 percent of the local payment standard or 140 percent of the FMR.⁶⁷ While calculating an exception payment standard amount, the tenant portion may be calculated up to maximum of 40% of monthly income. If the tenant portion exceeds 40% of monthly income at the Housing Authority's exception

⁶⁶ FY 2025 Moving to Work Plan includes Activity 12, Local Payment Standards and Alternative Flat Rents which specifies when payment standard increases are applied.

⁶⁷ FY 2026 Moving to Work Plan modifies Activity 12, Local Payment Standards and Alternative Flat Rents to provide reasonable accommodation exception payment standards for households utilizing the local payment standards.

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payment standard threshold amount, HUD approval ~~is~~ will be required for an exception payment standard above these Housing Authority's thresholds.

11.5.2 Traditional, Regulatory Assistance for Special Purpose Programs

This section does not apply to participants of the Veterans Affairs Supportive Housing (VASH) program new admissions, moves, or changes of payment standard⁶⁸ effective on or after January 1, 2021 (see 11.5.1) or the Emergency Housing Voucher Program.

For participants in Traditional, Regulatory Assistance for Special Purpose Programs the payment standard schedule is based on HUD's Fair Market Rents (FMRs) and is updated annually.

11.5.2.1 Veterans Affairs Supportive Housing (VASH) Program

Increases in the payment standard will be applied at the earliest of the participant's:

- Next recertification or interim reexamination;
- Rent increase; or
- One year following the effective date of a payment standard increase.

Decreases in the payment standard will be applied at the participant's second annual recertification after the effective date of the decrease. An exception payment standard of up to 140% of FMR may be approved by the Housing Authority as a reasonable accommodation.

11.5.2.2 Continuum of Care Program

For a contract rent approved prior to July 1, 2025, the gross rent may exceed the FMR for the family's authorized unit size based on the subsidy standard. However, rent increases received after July 1, 2025 may not be approved if the gross rent exceeds the FMR.

Effective July 1, 2025, the gross rent of the unit must be equal to or less than the FMR for family's authorized unit size based on the subsidy standard subject to available funding. A gross rent exceeding the FMR may be approved on a case-by-case basis, such as for a reasonable accommodation, if available funding will support a higher rent. The rent for the unit must also be rent reasonable.

⁶⁸ In CY 2025, VASH participants were transferred from the Special Purpose Voucher Programs Payment Standards to the Local Payment Standards except for participants whose tenant rent share would increase.

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11.5.2.3 Housing Opportunities for Persons with AIDS (HOPWA)

For the HOPWA program, the gross rent of the unit must be equal to or less than the payment standard for family's authorized unit size, and the requested rent must be rent reasonable. On a case-by-case basis, the Housing Authority may approve rent amounts up to 120% of the payment standard for no more than 10% of the units.

11.5.3 Shared Housing

The payment standard for a family in shared housing is the lower of the applicable program's payment standard for the family unit size or the pro-rata share of the program's payment standard for the shared housing unit size. The pro-rata share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private, non-shared space by the total number of bedrooms in the unit.

Example: Household contains 3 people and is issued a 2-bedroom FOA/voucher. The shared housing unit is a 3-bedroom and the family will be occupying 2 bedrooms:

- 2 Bedrooms for assisted family ÷ 3 Bedrooms in the unit .667 pro-rata share
- 2 BR payment standard: \$1,200
- 3 BR payment standard: \$1,695
- \$1,695 x .667 (pro-rata share) = \$1,131
- \$1,131 is lower than the \$1,200 payment standard for the 2 BR family unit size
- \$1,131 is the payment standard used to calculate the HAP

11.5.4 Emergency Housing Voucher Program

For the Emergency Housing Voucher program, a separate payment standard schedule is used. HUD permits the Housing Authority to use the local payment standard or 120% of FMR, whichever is higher. The EHV schedule groups the nine (9) local submarkets into larger regions. The highest local submarket payment standard will be used for the entire region. As changes in market rents permit, the Housing Authority may transition from payment standards grouped by regions to the nine (9) submarkets used by the local payment standards. [EHV participants transitioned to the tenant-based HCV program through the local waiting list preference will not be subject to the Local Payment Standard if the change will negatively impact the tenant rent portion. The family will transition to the local payment standard at move or when the change will not negatively impact the tenant rent portion.](#)

11.6 Rent to Owner Increases

As stated in the Tenancy Addendum, the owner must notify the Housing Authority at least sixty (60) days, or a greater notice period if required by law, before the proposed effective

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- Increase in participant portion rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be responsible for any overpaid assistance and may be required to sign a repayment agreement or make a lump-sum payment.
- Decrease in participant portion of rent will be effective on the first of the month following the month that the change was processed.

12.9 Changes that Result in Program Redetermination⁷⁵

If at a regularly scheduled recertification or interim recertification changes to the family result in qualification for a different Housing Authority program, the change will be effective at their regularly scheduled recertification date. For program redeterminations affecting the minimum rent, refer to section 6.5.

12.9.1 Term-Limited Lease Assistance Program

If the head of household, spouse or cohead becomes disabled after being issued a Family Obligations Agreement for participation in the Term-Limited Lease Assistance program, the family will be transferred to the Streamlined Lease Assistance for Elderly/Disabled program. If the transfer is effective on or after 1/1/2026, the tenant rent calculation will be based on 36% of the household's gross monthly income.

12.9.2 Streamlined Lease Assistance Program for Elderly/Disabled

If the head of household, spouse or cohead is no longer elderly or disabled after being issued a Family Obligations Agreement for participation in the Streamlined Lease Assistance program, the family will be transferred to the Term-Limited Lease Assistance Program or Streamlined Lease Assistance for Career-Able Families program based on the criteria in section 3.12 and at the 36% rent calculation.

12.9.3 Streamlined Lease Assistance Program for Career-Able Families

If the head of household, spouse or cohead becomes disabled after being issued a Family Obligations Agreement for participation in the Streamlined Lease Assistance for Career-Able Families program, the family will be transferred to the Streamlined Lease Assistance for Elderly/Disabled program. If the transfer is effective on or after 1/1/2026, the tenant rent calculation will be based on 36% of the household's gross monthly income.

⁷⁵ The FY 2012 and FY 2013 MTW Plans created two distinct programs: Term-Limited Lease Assistance and Streamlined Lease Assistance, respectively. These programs each have particular qualifications for participation as documented in this Chapter.

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business days from the date the request is received. The informal review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person. The review may be conducted by a Housing Authority staff person.

The applicant will be given the option of presenting oral or written objections to the decision. Both the Housing Authority and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense. A notice of the review findings will be provided in writing to the applicant within ten (10) business days after the review. It shall include the decision of the review officers, and an explanation of the reasons for decision. All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

If the family fails to appear or provide objections for their informal review, the denial of admission will stand and the family will be so notified.

15.7 Homeless Serving Special Purpose Programs – Program Reviews

Applicant families denied admission to a special program serving homeless or at-risk families (i.e. No Child Left Unsheltered, Foster Youth to Independence, Family Unification Program or ~~Permanent Supportive Housing Communities~~ Project-Based Communities for Special Needs), due to the criminal history background of an adult household member, will be recommended for a review by the Compliance and Admissions unit.

The items necessary for review and consideration will include, but are not limited to:

- Proof of rehabilitation; which can be demonstrated by a variety of ways, including program certifications, current enrollment in rehabilitation programs, time served, etc.
- Credible letters of reference on a company/agency letterhead
- Credible letters of reference from a supportive services agency letterhead
- Documentation from parole/probation officer
- Letter signed by supportive service provider and applicant indicating that the provider will work with the applicant to clear the items on the applicant's record.

15.8 Violence Against Women Act

15.8.1 Introduction

The Violence against Women Reauthorization Act of 2022 (VAWA 2022) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has

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family's HUD-50058 and HUD 52665 form and will expect the initial Housing Authority to notify the receiving Housing Authority of changes in the administrative fee amount to be billed.

19.5 Incoming Portability Families

After November 1, 2014, all elderly and/or disabled incoming portability families, with the exception of participants in Traditional, Regulatory Assistance for Special Purpose programs, will become participants in the Streamlined Lease Assistance program. On or after November 1, 2017, families where the head of household, spouse or cohead is under fifty-seven (57) years of age and is not disabled will participate in the Term-Limited Lease Assistance program.⁹¹

All incoming portability families must attend a briefing. Prior to the Housing Authority scheduling the briefing, the Housing Authority must receive all required documentation, including HUD Form 52665, the Voucher or Family Obligations Agreement, the most recent 50058 and supporting documentation for income. Although income is not redetermined for eligibility, all adult members eighteen (18) years and older must pass the Housing Authority's criminal background screening criteria in accordance with Chapter 3 of this Administrative Plan. However, VASH portability transfers are not subject to rescreening.⁹²

19.5.1 Emergency Housing Voucher Program

Under PIH-2026-02 effective February 5, 2026, housing authorities administering EHV were permitted to absorb incoming EHV portability families into the HCV program. If HACSB elects to absorb incoming EHV portability families, the families will be admitted into the Streamlined Lease Assistance program. HACSB will calculate family rent share by selecting the greater of twenty-four percent (24%) of gross monthly income, the baseline rent, or the minimum rent following the minimum rent policies in section 6.5.1.4.

19.5.24 Returning Term-Limited Lease Assistance Portability Families

Returning Term-Limited Lease Assistance portability families are those who initially participated in the Term-Limited Lease Assistance program, ported to another jurisdiction where they leased-up, and later returned to HACSB. If the family returns after having been absorbed by the receiving housing authority, then the family will start a new five

⁹¹ The FY 2009 Moving to Work Annual Plan including Activity 8: Local Policies for Portability which allows HACSB to apply its MTW flexibility to inbound portability families.

⁹² Section 8 Housing Choice Vouchers: Revised Implementation of the HUD-Veterans Affairs Supportive Housing Program, Rules and Regulations published August 13, 2024

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that program funds are used in a timely manner. The Housing Authority uses site-based waiting lists at each senior project-based development and regionalized waiting lists for its scattered-site communities. The owner must comply with all requirements outlined in this Administrative Plan. Owner developers awarded project-based units must submit the following plans to the Housing Authority for review and approval prior to execution of an AHAP or HAP Contract:

- Marketing Plan to describe marketing and outreach activities
- Tenant Screening Plan which covers, screening criteria and procedures and requirements when applicants do not meet the criteria.

The Housing Authority staff will conduct all aspects related to tenant eligibility, intake and recertification processes as outlined in the Eligibility chapter of this Administrative Plan. The owner is responsible for screening applicants for suitability for tenancy.

20.7.1 Project-Based Communities Designated for Elderly Households

Certain project-based communities are designated for families where the head of household, spouse or cohead is sixty-two (62) years of age or older. Families that do not meet this age criteria are not eligible for the senior project-based communities.

20.7.2 Project-Based Communities for Special Needs

Certain project-based communities are designated for special needs and/or homeless populations and provide supportive services. To be eligible for project-based communities designated for families with special needs, families must be homeless and/or need the specific service provided to the supportive housing residents. For these communities, the Housing Authority only accepts referrals to the waiting list from community partners.

~~20.7.2.1 No Child Left Unsheltered (NCLU)~~

~~Three (3) project-based voucher contracts provide forty (40) units designated for eligible unsheltered homeless families with children under the No Child Left Unsheltered (NCLU) program.⁴⁰² Families with children must be unsheltered at time of application, but do not otherwise qualify as chronically homeless under the HUD definition, but who:~~

- ~~• Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 90 days immediately preceding the date of application for homeless assistance; and~~

⁴⁰² ~~The FY 2014 MTW Plan included Activity 23: No Child Left Unsheltered. In March 2015, the Housing Commission and Board of Governors approved 40 project-based voucher units reserved for this activity.~~

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- ~~• Have experienced persistent instability as measured by two moves or more during the six-month period immediately preceding the date of applying for homeless assistance; and~~
- ~~• Can be expected to continue in such status for an extended period of time because of chronic disability, chronic physical health or mental health conditions, substance use disorder, history of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or~~
- ~~• Two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.~~

~~HAGSB has partnered with a variety of local community service providers, including the school system, to identify and refer families, particularly those with school-age children, who are unsheltered. Service coordination for NCLU families is provided by the Department of Behavioral Health.~~

20.7.2.12 Veteran Program

Northgate Village provides 12 PBV units for homeless veterans who do not qualify for Veterans Administration (VA) services. HACSB has partnered with a variety of local veteran organizations to identify and refer eligible homeless veterans. Service coordination is provided by the Department of Behavioral Health.

20.7.2.23 Permanent Supportive Housing

Golden Apartments and Desert Haven provide PBV units with voluntary supportive services to homeless individuals and families. Referrals to the property waitlists are received from the Coordinated Entry System (CES), City of Victorville (for Desert Haven only) and the Inland Empire Health Plan (IEHP). The CES referrals must meet the definition of chronically homeless under 24 CFR 578.3 and are prioritized based on the level of acuity. IEHP referrals must be homeless but do not need to meet the chronically homeless definition. Income limits may differ based upon the requirements of other funding sources utilized for the developments.

Ten units at Yucaipa Horizons and two units at Bloomington Phase I are designated for Mental Health Services Act (MHSA) housing program participants. The San Bernardino County Department of Behavioral Health (DBH) refers families qualifying for on-site supportive services to these waitlists.

Twenty (20) units at Bloomington III are designated for persons with disabilities who are homeless or at risk of homelessness. Ten (10) units are reserved for MHSA program

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participants who are referred to the waiting list by DBH. Ten (10) units are reserved for IEHP referrals.

Las Terrazas provides nine (9) units for homeless individuals under 20% AMI. CES is utilized for referrals to the property's waitlist. CES prioritizes referrals in the following order: (1) chronically homeless, (2) currently homeless, and (3) at-risk of chronic homelessness. Supportive services and case management are provided by DBH or a contractor.

20.7.2.3 Domestic Violence Program

HACSB has committed 17 PBV units for individuals fleeing domestic violence. HACSB has partnered with a victim service provider to provide referrals and supportive services to the families.

20.7.3 Owner-Maintained Waiting Lists for Project-Based Voucher Units [24 CFR 983.251(c)(7)]

The Housing Authority may permit owners of PBV-assisted properties to manage their own waiting lists for their specific PBV projects. Under an owner-maintained PBV waiting list, the owner is responsible for carrying out waiting list responsibilities in accordance with HACSB requirements.

20.7.3.1 Approval of Owner Waiting List Policies

Owners permitted to maintain a PBV waiting list must submit a written Owner Waiting List Policy to the Housing Authority for review and approval. The policy must include:

- Procedures for managing the waiting list, including application intake, updating applicant information, and removing applicants;
- Policies for opening and closing the waiting list, including providing public notice as required by 24 CFR 982.206;
- Selection procedures, including the use of local preferences;

20.7.3.2 Project Approval

The Housing Authority will review the submitted Owner Waiting List Policy to ensure compliance with all applicable federal regulations and local administrative requirements. Only after approval is granted may the owner implement and operate an owner-maintained waiting list. The Housing Authority will identify and maintain a list of PBV projects that have been approved for owner-maintained waiting lists.

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

May 12, 2026

FROM

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

SUBJECT

Restore Rebuild Voucher Commitment for the Redevelopment of Former Public Housing

RECOMMENDATION(S)

1. Adopt Resolution No. 231 approving the commitment of all the Housing Authority of the County of San Bernardino's available Restore Rebuild vouchers to its future redevelopment of existing former Public Housing properties converted through the Rental Assistance Demonstration Program.
2. Retroactively authorize and direct the Executive Director to submit the master Notice of Anticipated Rental Assistance Demonstration Rents application to the United States Department of Housing and Urban Development and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

Approval of the proposed resolution to commit the Housing Authority of the County of San Bernardino's (HACSB) Restore Rebuild vouchers will have no immediate financial impact to HACSB's annual budget. Commitment of these vouchers will have an impact on HACSB's Housing Choice Voucher program budget when utilized.

BACKGROUND INFORMATION

HACSB seeks to utilize its "Faircloth Authority" to bring dormant Restore Rebuild (formerly known as Faircloth) subsidies online to create new units, bringing them directly into a long-term Project Based Voucher (PBV) contract to replace or increase affordable housing throughout San Bernardino County. Faircloth Authority is a cap that Congress established in 1998 through the Faircloth Amendment which limited the number of public housing units that public housing authorities (PHA) could build. This 1998 legislation is based on Section 9 (g)(3) of the Housing Act of 1937 (known as the "Faircloth Amendment") which states that the United States Department of Housing and Urban Development (HUD) cannot fund the construction or operation of new Public Housing units with capital or operating funds if the construction of those units would result in a net increase in the number of units the PHA owned, assisted, or operated as of October 1999. This 1999 limit is referred to as a PHA's "Faircloth Authority".

Faircloth to Rental Assistance Demonstration (RAD) was rebranded by HUD's Office of Urban Revitalization (OUR) and HUD's Office of Recapitalization (Recap) in November 2024. The program was renamed "Restore Rebuild" and a more streamlined system to apply for these

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vouchers was established. A single, faster process which integrates the mixed finance development method with a traditional RAD conversion was established. HACSB is recommending the Board of Commissioners (Board) approve a resolution to commit its remaining Restore Rebuild vouchers to its future redevelopment efforts. These vouchers are vital to completing the redevelopment of our decades-old former public housing properties. By committing these Restore Rebuild vouchers to our former public housing properties, HACSB has the opportunity to deliver hundreds of affordable housing units throughout the county by redeveloping these sites.

Previously, HACSB utilized 91 Restore Rebuild vouchers for the rebuilding of Arrowhead Grove Phase IV and 103 vouchers for the redevelopment of Valencia Grove Phase II. This leaves 386 Restore Rebuild Vouchers to be committed to future RAD redevelopment projects. Below is a breakdown of how we would like these vouchers to be committed to future RAD development. However, please note these allocations may change as development plans are further detailed:

	Total Units	Units Needing Voucher	Restore Rebuild Allocation
Redlands Brockton	75	90	56
Barstow	217	135	84
Maplewood	296	204	126
Chino	50	78	48
Colton	85	65	40
Upland	98	52	32
TOTAL	821	624	386

The commitment of the remaining Restore Rebuild vouchers to HACSB's future redevelopment efforts aligns with our Strategic Plan goals and long-term development strategy. As specific HACSB redevelopment projects are initiated, project-level commitments of these vouchers will be brought before the Board for approval.

To implement this commitment, retroactive approval is required for HACSB to submit the master Notice of Anticipated Rental Assistance Demonstration Rents application to the United States Department of Housing and Urban Development.

PROCUREMENT

Not applicable

ITEM ATTACHMENTS

- Resolution - HACSB Authorizing Commitment of Restore Rebuild Vouchers

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 27, 2026.

HOUSING AUTHORITY RESOLUTION NO. 2026-231

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO APPROVING THE COMMITMENT OF 386 SECTION 8 PROJECT-BASED VOUCHERS TO FUTURE PROPERTY REDEVELOPMENT AND ACQUISITION EFFORTS AND RETROACTIVELY AUTHORIZING THE EXECUTIVE DIRECTOR OR DESIGNEE TO SUBMIT THE MASTER NOTICE OF ANTICIPATED RENTAL ASSISTANCE DEMONSTRATION RENTS APPLICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND EXECUTE ANY AND ALL CONTRACTS AND DOCUMENTS REQUIRED IN CONNECTION THERETO

On Tuesday, May 12, 2026, on motion of Commissioner _____, duly seconded by Commissioner _____ and carried, the following Resolution No. 2026-231 is adopted by the Board of Commissioners of the Housing Authority of the County of San Bernardino.

WHEREAS, the Housing Authority of the County of San Bernardino (Authority) is a duly formed housing authority of the State of California, and is vested with the responsibilities set forth in Division 24, Part 2, Article 4 (Sections 34310-34334) of the California Health and Safety Code, which includes providing low and moderate income housing within its jurisdiction;

WHEREAS, on September 1, 1937, Section 9 (g) (3) of the Housing Act of 1937 established a "Faircloth Amendment" which states that HUD cannot fund the construction or operation of new Public Housing units with capital or operating funds if the construction of those units would result in a net increase in the number of units the PHA owned, assisted, or operated as of October 1999 and established a "Faircloth Limit".

WHEREAS, the Housing Authority of the County of San Bernardino operates 580 fewer units than it did in 1999, establishing that as our "Faircloth Limit";

WHEREAS, Restore Rebuild Vouchers are a valuable tool which the Authority can leverage to support the redevelopment of the Authority's decades-old former Public Housing properties while also increasing the number of affordable housing units at these sites;

WHEREAS, through the use of Restore Rebuild Vouchers, the Housing Authority has the opportunity to deliver hundreds of additional affordable housing units throughout the county during the redevelopment of our existing properties and such Vouchers can also be leveraged to support acquisition of multi-family properties to allow the Authority to rapidly and strategically deliver affordable housing units to vulnerable communities;

WHEREAS, the Housing Authority desires to undertake future property redevelopment and acquisition efforts and commit these remaining 386 Restore Rebuild Vouchers as leverage to support such efforts; and

WHEREAS, any project-specific commitment of PBVs for Housing Authority redevelopment and/or acquisition projects will be brought before the Authority Board of Commissioners for approval, which where applicable, shall meet the conditions and requirements described in HUD Notice PIH-2017-21 Attachment L for awarding Restore Rebuild vouchers to certain projects where the PHA has an ownership interest as defined under Attachment L without following a competitive process.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of San Bernardino, as follows:

Section 1. The above recitals are true and correct, and the Board of Commissioners of the Housing Authority so finds and determines.

Section 2. The Board of Commissioners of the Housing Authority hereby approves the commitment of its remaining 386 Restore Rebuild Vouchers to undertake future property redevelopment and acquisition efforts of the Housing Authority; provided that as specific HACSB redevelopment and/or acquisition projects are initiated, project-level commitments of Restore Rebuild Vouchers will be brought before the Authority Board of Commissioners for approval.

Section 3. The Executive Director of the Housing Authority (“Authorized Officer”) is hereby retroactively authorized to submit the master Notice of Anticipated Rental Assistance Demonstration Rents application to the United States Department of Housing and Urban Development and execute any and all contracts or related documents as approved by the General Counsel, required for the dedication of the 386 Restore Rebuild Vouchers to undertake future property redevelopment and acquisition efforts of the Housing Authority and any other form or document required by any lender, investor, regulator or other third party that is not in materially conflict with the substance and intent of this Resolution.

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: COMMISSIONER:

NOES: COMMISSIONER:

ABSENT: COMMISSIONER:

* * * * *

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

I, Maria Razo, 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, May 12, 2026.

Secretary

By _____

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

April 14, 2026

FROM

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

SUBJECT

Amendment No. 1 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program.

RECOMMENDATION(S)

1. Approve Amendment No. 1 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program, modifying the annual funding to include \$1,504,941 for the 2006-2007 grant period and extending the term by one additional year, effective July 1, 2026 through June 30, 2027.
2. Authorize and direct the Executive Director to execute and deliver the contract amendment to Foothill AIDS Project, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

Aspirational Statement #5: To create, build and utilize partnerships that provide opportunities and create a meaningful difference in the lives of the families that we serve, maximizing our resources by mobilizing the talents of our community partners.

FINANCIAL IMPACT

Under the Memorandum of Understanding (MOU), Foothill AIDS Project (FAP) will provide up to \$1,504,941 annually to the Housing Authority of the County of San Bernardino (HACSB) which will fund the rental assistance payments for the Housing Opportunity for Persons with AIDS (HOPWA) program for approximately 77 households including administrative costs related to the program. The revenue and expenses are included in the FYE 2026 and the proposed FYE 2027 budgets.

BACKGROUND INFORMATION

The HOPWA program is funded by the United States Department of Housing and Urban Development (HUD) office of HIV/AIDS Housing and was established to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. The program goals are to maintain stable housing, reduce the risk of homelessness, and increase access to care.

FAP contracts with HACSB to administer the HOPWA grant in San Bernardino County. This partnership provides housing assistance and personal stability for HOPWA participants so they can achieve and maintain an enriched quality of life. HACSB provides housing assistance payments to private market landlords on behalf of 65 eligible families and housing assistance

Amendment to the Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program.

May 12, 2026

under a project-based voucher contract for up to 12 units. The funding amount also covers the administrative duties related to the housing assistance component. FAP provides ongoing case management and supportive services for HOPWA participants. This MOU amendment will ensure continued provision of rental assistance by HACSB for up to 77 households.

On May 13, 2025, the Board of Commissioners approved an MOU with FAP for the period of July 1, 2025 through June 30, 2026 in the amount of \$1,316,216. The MOU includes the option of extending the MOU for one-year periods. The recommended amendment No. 1 to the MOU will extend the contract from July 1, 2026 through June 30, 2027 and increase the annual funding amount to \$1,504,941.

PROCUREMENT

Not applicable

ITEM ATTACHMENTS

- Contract –Amendment No. 1 with FAP for HOPWA 7.1.26-6.30.27

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 28, 2026.

AMENDMENT NO. 1

MEMORANDUM OF UNDERSTANDING
Between
Housing Authority of the County of San Bernardino
and
Foothill AIDS Project
for
Housing Opportunities for Persons with AIDS Program

July 1, 2026 – June 30, 2027

THIS AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING, dated as of July 1, 2026 (this Amendment), is entered into by and between the HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO, a public corporation (HACSB) and the FOOTHILL AIDS PROJECT, a California nonprofit corporation (FAP).

WHEREAS, the HACSB and FAP entered into that certain Memorandum of Understanding, dated July 1, 2025 (the "MOU"); and

WHEREAS, the HACSB and FAP now desire to amend the fiscal provision to provide for funding for Fiscal Year 2026/2027 and extend the term of the MOU;

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, HACSB and FAP agree as follows:

- I. SECTION VI **FISCAL PROVISIONS** of the MOU is hereby amended to add provisions for funding for Fiscal Year 2026/2027 to read as follows:

FY 2026/2027 Housing Opportunity for Persons with AIDS (HOPWA); Current budget of \$1,504,941, (which may be modified in the sixth (6th) month of the contract year), is projected to cover approximately 77 households, dependent on per unit cost per household per month.
- II. SECTION VIII **TERM** of the MOU is hereby amended to read as follows:

This MOU is effective as of July 1, 2025 and expires June 30, 2027, but may be terminated earlier in accordance with provisions of Section IX of this MOU. This MOU may be extended for one-year periods upon written agreement of both parties, unless terminated earlier under the provisions of Section IX.
- II. Except as expressly modified, all other terms, conditions and covenants in the MOU shall remain unmodified and in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

[END OF AMENDMENT]

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and the Foothill AIDS Project have entered into this Amendment No. 1 as of the date first set forth above.

FOOTHILL AIDS PROJECT

HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO

By: _____
La Monica Stowers
President & CEO

By: _____
Maria Razo
Executive Director

Date: _____

Date: _____

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

May 12, 2026

FROM

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

SUBJECT

Appropriations Increase for Agency-Wide Office Supplies with Staples Contract & Commercial, LLC

RECOMMENDATION(S)

1. Approve an increase in appropriations for purchase orders with Staples Contract & Commercial, LLC for the purchase of office supplies, furniture, technology, janitorial supplies, and print materials through a cooperative agreement in the amount of \$199,610.30 for an overall amount not to exceed \$449,610.30 through December 31, 2027.
2. Authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.

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

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

The total amount is not expected to exceed \$449,610.30 through the term ending December 31, 2027, which is funded by the Housing Authority of the County of San Bernardino's (HACSB) property operations budgets for FYE 2026 and 2027.

BACKGROUND INFORMATION

To support the agency's ongoing operational needs, HACSB utilizes Staples Contract & Commercial, LLC (Staples) through the Local Agency Contract Exchange (LACE) program tied to the Los Angeles County Master Agreement #IS-2140295-1. This cooperative agreement provides access to a broad range of office-related products. These items support daily administrative functions across HACSB departments and ensure staff have the necessary tools and materials to maintain efficient operations.

The LACE program allows public agencies within California to leverage competitively solicited contracts established by Los Angeles County, enabling HACSB to obtain office supplies and related products at government discounted pricing. HACSB's Participating Addendum in the LACE program became effective on September 1, 2024, and runs concurrently with the Master Agreement, which runs through December 31, 2027. As stated in the Participating Addendum, the cooperative agreement is attached to and governed by the Los Angeles County Master Agreement #IS21402951 and is available for use by public agencies and other entities located in the State of California.

Appropriations Increase for Agency-Wide Office Supplies with Staples Contract & Commercial, LLC

May 12, 2026

PROCUREMENT

Consistent with the requirements of 2 CFR §200.317 through §200.326 and the United States Department of Housing and Urban Development Procurement Handbook for Public Housing Agencies, issued March 2, 2007, a housing authority may enter into agreements with other governmental agencies or regional and national intergovernmental purchasing networks to obtain needed supplies or services, provided such agreements foster economy and efficiency.

The Staples contract was competitively solicited by Los Angeles County under Master Agreement #IS-2140295-1, which includes cooperative purchasing language permitting other public agencies to participate. Through the LACE program and HACSB's Participating Addendum, HACSB may access the pricing, terms, and product categories established under the Master Agreement. As stated in the Participating Addendum, orders placed by HACSB are governed by the pricing and terms of the Master Agreement.

Using this cooperative purchasing structure allows HACSB to obtain office supplies and related products at competitively bid government pricing, supporting both efficiency and compliance with federal procurement standards. Contract pricing has been compared to standard online pricing at Staples.com, and these comparisons have consistently shown that the cooperative contract provides lower, more favorable pricing.

On October 1, 2024, HACSB approved a Participation Agreement through the cooperative purchasing program, the LACE program, with Staples Contract & Commercial, LLC in the amount of \$250,000.00. Per our agency's approved procurement policy, the Executive Director has approval authority up to the small purchase threshold of \$250,000.

ITEM ATTACHMENTS

Not Applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 28, 2026.

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

May 12, 2026

FROM

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

SUBJECT

Minutes for Board Meeting Held on April 14, 2026

RECOMMENDATION(S)

Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on April 14, 2026.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

There is no financial impact to the Housing Authority of the County of San Bernardino (HACSB) associated with this item.

BACKGROUND INFORMATION

The HACSB Board of Commissioners (Board) meeting took place on April 14, 2026. The meeting minutes are attached for review and approval by the Board.

PROCUREMENT

Not applicable

ITEM ATTACHMENTS

- Attachment - Minutes for April 14, 2026 Board Meeting

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 27, 2026.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
April 14, 2026**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting at the Administration Office, at 715 East Brier Drive, San Bernardino, California at 3:00 p.m. on April 14, 2026.

Details of the meeting discussion can be obtained through the recording of the Board of Commissioners meeting through a Public Records Request submitted in person or through the HACSB website: <https://hacsb.com/public-records-request/>

1) Call to Order and Roll Call

The meeting was called to order at 3:00 p.m., and upon roll call, the following were present:

Vice-Chair MacDuff
Commissioner Miller
Commissioner Johnson
Commissioner Jain

Also in attendance were Maria Razo, Executive Director; Rishad Mitha, Deputy Executive Director; Kristin Maithonis, Director of Housing Services; Nicole Beydler, Director of Policy and Communications; Jesse Diaz, Director of Business Services; Jennifer Dawson, Family Empowerment Services Manager; Angie Lardapide, Procurement and Contracts Supervisor; John Moore, Director of Development; Garrett Dalton, Information Technology Manager; Edgar Sedano, Junior Project Manager; Renee Kangas, Senior Management Analyst; Shamira Shirley, Management Analyst; Armando Salazar, Management Analyst; and Dion Reyes, Administrative Services Specialist.

Also present was Fred Galante, Legal Counsel to the Housing Authority.

2) Additions or Deletions to the Agenda

Vice-Chair MacDuff called for additions or deletions to the April 14, 2026, agenda. There were none.

3) General Public Comment

Vice-Chair MacDuff provided an opportunity for members of the public to address the Board of Commissioners. There were none.

4) Executive Director's Report

The Executive Director's Report was requested.

Executive Director, Maria Razo, provided the Executive Director's Report. Discussion amongst the Board of Commissioners took place regarding the Executive Director's Report for April 14, 2026.

5) Board Building Presentation

Discussion calendar item number 5, to receive the board building presentation for April 14, 2026, a recap of the Housing Authority of the County of San Bernardino’s legislative Capitol Hill visits, was requested. Executive Director, Maria Razo, and Director of Policy and Communications, Nicole Beydler, provided the board building presentation.

Discussion amongst the Board took place regarding the discussion calendar item number 5.

6) Approval of a contract extension of the Project-Based Voucher Program Housing Assistance Payments contract with HACSB Mentone Apartments, LLC for 33 units at Mentone Clusters for a 15-year period from July 1, 2027, through June 30, 2042

Discussion calendar item number 6, to approve a contract extension of the Project-Based Voucher Program Housing Assistance Payments contract with HACSB Mentone Apartments, LLC for 33 units at Mentone Clusters for a 15-year period from July 1, 2027, through June 30, 2042, was requested.

Commissioner Miller moved to approve discussion calendar item number 6, as recommended by staff and Commissioner Johnson seconded the motion. Upon roll call vote, the Ayes and Nays were as follows:

Ayes

Vice-Chair MacDuff
Commissioner Miller
Commissioner Johnson
Commissioner Jain

Nays

7) Approval of a contract extension of the Project-Based Voucher Program Housing Assistance Payments contract with Reliant Asset Management Solutions for 39 units at Grandview Towers for a 15-year period from July 1, 2027, through June 30, 2042

Discussion calendar item number 7, to approve a contract extension of the Project-Based Voucher Program Housing Assistance Payments contract with Reliant Asset Management Solutions for 39 units at Grandview Towers for a 15-year period from July 1, 2027, through June 30, 2042, was requested.

Commissioner Johnson moved to approve discussion calendar item number 7, as recommended by staff and Commissioner Jain seconded the motion. Upon roll call vote, the Ayes and Nays were as follows:

Ayes

Vice-Chair MacDuff
Commissioner Miller
Commissioner Johnson
Commissioner Jain

Nays

8) Approval of an extension of the Project-Based Voucher Program Housing Assistance Payments contract with Reliant Asset Management Solutions for 79 units at Sunrise Vista for a 1-year period from March 15, 2027, through March 14, 2028

Discussion calendar item number 8, to approve an extension of the Project-Based Voucher Program Housing Assistance Payments contract with Reliant Asset Management Solutions for 79 units at Sunrise Vista for a 1-year period from March 15, 2027, through March 14, 2028, was requested.

Commissioner Miller moved to approve discussion calendar item number 8, as recommended by staff and Commissioner Jain seconded the motion. Upon roll call vote, the Ayes and Nays were as follows:

Ayes

Vice-Chair MacDuff
Commissioner Miller
Commissioner Johnson
Commissioner Jain

Nays

9) Approval of Amendment No. 2 to contract PC1355, effective May 1, 2026, for agencywide landscape services with RP Landscape & Irrigation to extend the term for an additional one-year period through April 30, 2027, and increase the compensation payable to the Contractor by \$268,235.90 for a combined total amount not to exceed \$1,314,812.66

Discussion calendar item number 9, to approve Amendment No. 2 to contract PC1355, effective May 1, 2026, for agencywide landscape services with RP Landscape & Irrigation to extend the term for an additional one-year period through April 30, 2027, and increase the compensation payable to the Contractor by \$268,235.90 for a combined total amount not to exceed \$1,314,812.66, was requested.

Commissioner Johnson moved to approve discussion calendar item number 9, as recommended by staff and Commissioner Miller seconded the motion. Upon roll call vote, the Ayes and Nays were as follows:

Ayes

Vice-Chair MacDuff
Commissioner Miller
Commissioner Johnson
Commissioner Jain

Nays

10, 11 and 12) Consent Calendar

Approval of the consent calendar including agenda items numbers 10-12 was requested. Commissioner Johnson moved to approve consent calendar agenda items numbers 10-12:

10) Approve the meeting minutes for the special meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on March 16, 2026.

11) Approve and file agency-wide financial statements through December 2025.

12) Approve the expense of uncollectable vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of January 2026.

The motion was duly seconded by Commissioner Miller. Upon roll call vote, the Ayes and Nays were as follows:

Ayes

Vice-Chair MacDuff
Commissioner Miller
Commissioner Johnson
Commissioner Jain

Nays

13) Individual Board Member Comments

Vice-Chair MacDuff provided an opportunity for individual board member comments. No comments were received from board members.

There being no other business, Commissioner Johnson motioned for the February 10, 2026, meeting to be adjourned, and which motion was duly seconded by Commissioner Jain. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 3:50 p.m.

Attest:

Secretary

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

May 12, 2026

FROM

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

SUBJECT

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss for the Month of February 2026

RECOMMENDATION(S)

Approve the expense of uncollectable vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of February 2026.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

The accounts receivable loss for the month ending February 28, 2026, is \$90,329.89 The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates collection losses in its annual budget. The true expense is reported after board approval.

SUMMARY FOR HACSB- Authority Owned Properties

PROPERTY	NO. VACATED	TOTAL
402 - Summit Place	1	-
407 - Sunset Pointe	1	61.00
408 - Sunrise Vista	2	1,143.00
409 - Andalusia	3	1,500.00
426 - Sunnyside	2	1,245.00
434d - Third	1	775.00
437 - Sunset Gardens	1	-
467 - Hillcrest	1	-
481130-Maplewood	3	18,810.46
481131- MW Scattered	2	7,495.00
481142-Upland	1	17,951.00
481170-7th Street	1	2,687.00
481172-Big Horn	1	7,304.00
490 - Northport	2	13,373.00
Concessions Write Off		-
TOTAL RENT WRITE OFF	22	72,344.46
Miscellaneous Charges		1,011.39
Maintenance Charges		13,438.00
Legal Charges		21,310.04
Security Deposits Applied		(17,774.00)
NET TOTAL WRITE OFF		90,329.89

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss
for the Month of February 2026
May 12, 2026

BACKGROUND INFORMATION

On a monthly basis, HACSB records vacated tenant accounts for the Authority Owned Portfolio for the purpose of being written off to collection losses. Authority Owned Portfolio units are owned by HACSB and were either acquired or developed through a variety of partnerships with local governments and/or HACSB's non-profit affiliate Housing Partners I, Inc., and include public housing developments converted through the United States Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

Despite HACSB's efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. As part of HACSB's standard property management business practices, the Board of Commissioners' approval is requested to write off these accounts as accounts receivable losses to the Authority Owned Portfolio. Subsequent to board approval, the information is sent over to our contracted collection agency. Losses during this time period (February 1 – February 28, 2026) are primarily for voluntary move-outs and evictions.

PROCUREMENT

Not applicable

ITEM ATTACHMENTS

- Attachment –02-26 AOP Vacated Accounts

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on April 28, 2026.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Item #	Last Name	First Name	ID No.	REASON	RENT	RENT (*)	REVERSAL	MISC (*)	FEES	FEES	OWED	DEPOSIT	DUE
402 - Summit Place													
1	G	G							(542.59)		(542.59)		(542.59)
							-				-		-
TOTALS:						-	-	-	(542.59)	-	(542.59)	-	(542.59)
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date		Lock Out Date		Vacate Date	
1	Collection on bad debt												
407 - Sunset Pointe													
2	S	L		S	1,600.00	61.00		75.00	687.00		823.00	100.00	723.00
											-		-
TOTALS:					61.00	-	75.00	687.00	-	823.00	100.00	723.00	
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date		Lock Out Date		Vacate Date	
2	Skip	N/A	N/A	N/A	N/A	N/A		N/A		N/A		02/02/26	
408 - Sunrise Vista													
3	H	C							(1,537.97)		(1,537.97)		(1,537.97)
4	S	A		E	1,400.00	1,143.00		124.00	1,964.68	1,500.00	4,731.68	1,050.00	3,681.68
									-		-		-
TOTALS:					1,143.00	-	124.00	426.71	1,500.00	3,193.71	1,050.00	2,143.71	
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date		Lock Out Date		Vacate Date	
3	Payment on bad debt												
4	Notice to Pay or Quit	12/08/25	Posted	12/24/25	01/12/26	N		N/A				02/02/26	
409 - Andalusia													
5	J	A							(275.00)		(275.00)		(275.00)
6	C	R		V	2,338.00	317.00			248.00		565.00	399.00	166.00
7	W	M		V	1,775.00	1,183.00		75.00	1,952.00		3,210.00	500.00	2,710.00
									-		-		-
TOTALS:					1,500.00	-	75.00	1,925.00	-	3,500.00	899.00	2,601.00	
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date		Lock Out Date		Vacate Date	
5	Collection on bad debt												
6	Intent to Vacate	N/A	N/A	N/A	N/A	N/A		N/A		N/A		02/04/26	
7	Intent to Vacate	N/A	N/A	N/A	N/A	N/A		N/A		N/A		02/20/26	

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc.: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

426 - Sunnyside													
8	H	M		V	2,075.00	1,176.00		75.00	1,596.00		2,847.00	2,075.00	772.00
9	D	D		V	2,075.00	69.00			2,820.00		2,889.00	1,979.00	910.00
					TOTALS:	1,245.00	-	75.00	4,416.00	-	5,736.00	4,054.00	1,682.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
8	Intent to Vacate	N/A	N/A	N/A	N/A	N/A		N/A	N/A			02/17/26	
9	Intent to Vacate	N/A	N/A	N/A	N/A	N/A		N/A	N/A			02/01/26	

434d - Third													
10	F	A		V	1,600.00	775.00		50.00	602.00		1,427.00	600.00	827.00
					TOTALS:	775.00	-	50.00	602.00	-	1,427.00	600.00	827.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
10	Intent to Vacate	N/A	N/A	N/A	N/A	N/A		N/A	N/A			01/31/26	

437 - Sunset Gardens													
11	M	A							(50.00)		(50.00)		(50.00)
					TOTALS:	-	-	-	(50.00)	-	(50.00)	-	(50.00)
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
11	Payment on bad debt												

467 - Hillcrest													
12	C	B							(2,178.00)		(2,178.00)		(2,178.00)
					TOTALS:	-	-	-	(2,178.00)	-	(2,178.00)	-	(2,178.00)
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
12	Payment on bad debt												

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc.: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

481130-Maplewood													
13	A	V		E	1,494.00	7,768.00			785.00	1,075.00	9,628.00	1,458.00	8,170.00
14	S	L		D	568.00	5,146.00			863.00	990.00	6,999.00	705.00	6,294.00
15	M	L		E	1,260.00	5,896.46			215.00	3,324.12	9,435.58	1,221.00	8,214.58
TOTALS:					18,810.46				1,863.00	5,389.12	26,062.58	3,384.00	22,678.58
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
13	Notice to Pay or Quit	09/09/25	09/09/25	10/09/25	10/14/25	N		11/12/25	02/04/26		02/04/26		
14	Notice to Pay or Quit	06/17/25	06/17/25	10/09/25	10/14/25	N		N/A	02/11/26		02/11/26		
15	Notice to Pay or Quit	10/06/25	10/06/25	11/14/25	11/18/25	Y		12/16/25	02/18/26		02/18/26		

481131- MW Scattered													
16	P	B		V	667.00	245.00		50.00	1,848.68	-	2,143.68	1,221.00	922.68
17	M	I		E	1,536.00	7,250.00		100.00	1,054.34	1,220.00	9,624.34	1,159.00	8,465.34
TOTALS:					7,495.00			150.00	2,903.02	1,220.00	11,768.02	2,380.00	9,388.02
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
16	Intent to Vacate	N/A	N/A	N/A	N/A	N/A		N/A	N/A		02/11/26		
17	Notice to Pay or Quit	10/09/25	Posted	11/13/25	11/18/25	N		N/A	02/18/26		02/18/26		

481142-Upland													
18	B	F		E	\$946	\$17,951			75.00	9,293.42	\$27,319	112.00	27,207.42
TOTALS:					\$17,951		\$0	\$0	\$75	\$9,293.42	\$27,319	\$112	\$27,207.42
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
18	Notice to Pay or Quit	03/06/25	Posted	04/09/25	04/22/25	Y		09/12/25	N/A		01/29/26		

481170-7th Street													
19	J	S		E	11/2/1901	2,687.00			325.00	600.00	3,612.00	921.00	2,691.00
TOTALS:					2,687.00				325.00	600.00	3,612.00	921.00	2,691.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
19	Notice to Pay or Quit	11/06/25	11/06/25	12/11/25	12/16/25	N		NA	2/16/2026		02/16/26		

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc.: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

481172-Big Horn														
20	N	B		E	\$1,693	7,304.00			465.00	307.50	8,076.50	874.00	7,202.50	
						TOTALS:	7,304.00	-	-	465.00	307.50	8,076.50	874.00	7,202.50

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
20	Notice to Pay or Quit	10/06/25	10/06/25	12/09/25	12/13/25	N		NA	02/10/25	02/10/26

490 - Northport														
21	J	A		E	1,700.00	7,140.00		412.39	1,448.86	1,500.00	10,501.25	1,700.00	8,801.25	
22	S	A		E	1,700.00	6,233.00		50.00	1,072.00	1,500.00	8,855.00	1,700.00	7,155.00	
						TOTALS:	13,373.00	-	462.39	2,520.86	3,000.00	19,356.25	3,400.00	15,956.25

Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date	Vacate Date
21	Notice to Pay or Quit	10/06/25	Posted	10/20/25	10/25/25	Y		12/18/25	02/06/26	02/06/26
22	Notice to Pay or Quit	11/06/25	Posted	11/21/25	11/26/25	N		N/A	02/20/26	02/20/26

						ALL PROPERTY TOTALS:	72,344.46	-	1,011.39	13,438.00	21,310.04	108,103.89	17,774.00	90,329.89
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Submitted by: _____ Date: _____ Reviewed by: _____ Date: _____

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc.: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.