

# Housing Authority of the County of San Mateo

## FY 2024 Moving To Work Annual Report



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

**San Mateo County Board of Supervisors**  
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**Housing Authority of the County of San Mateo**

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## SECTION I: Introduction

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

“The San Mateo County Department of Housing serves as a catalyst for increasing access to affordable rental housing, increasing the supply of workforce housing, and supporting related community development so that housing exists for people of all income levels in San Mateo County.” This is the mission statement for the Agency. It provides the framework which undergirds the Housing Authority of the County of San Mateo's (HACSM) commitment to increasing the affordable housing choices for families, the continual expansion and promotion of economic self-sufficiency for program participants, and the on-going development greater administrative efficiencies throughout the agency.

Having joined the MTW program in 1999, HACSM has now completed its 25<sup>th</sup> year in the MTW program. With the lessons learned, the successes realized, and the growth and positive changes for the households we serve, the three MTW goals remain firmly embedded as essential characteristics of each strategy proposed, policy decision made, and program operationalized and implemented.

Since HACSM received HUD approval to expand MTW authority from a small carve out of targeted vouchers to its entire HCV portfolio, HACSM has reduced administrative costs, collaborated with other San Mateo County (SMC) Departments and organizations to address the goal of ending homelessness in the local community, expanded and sharpened its focus on activities that increase self-sufficiency of current participants and optimized the overall effectiveness of the agency.

Through collaboration with a broad range of community stakeholders, made possible through the flexibilities of the MTW program, HACSM has been a leader in taking bold steps in support of SMC residents through program innovation and responsiveness. In addition to the MTW program, HACSM actively participates with SMC Continuum of Care and the Center on Homelessness to support permanently disabled individuals in the community who have experienced long term, chronic homelessness. HACSM has also continued to participate with other SMC Departments that provide direct services to the community, including the SMC Health System, the Human Services Agency, the Probation Department, and others, to develop a collaborative, non-siloed, approach to the housing needs of low-income individuals who receive services in the various SMC systems.

As you will see in the updates throughout this annual report, FY2024 has continued to be a challenging year for affordable housing in San Mateo County, but we have also made great strides to combat the persistent housing challenges. In collaboration with the SMC Housing and

Community Development Division, significant gains have been realized in the development, pre-development, and construction of new affordable housing in San Mateo County. Using MTW Activity 2012-26: Affordable Housing Fund, HACSM has been able to support this effort in new housing development and at the same time seen these funds leveraged with other State and local sources to further expand this effort.

While the San Francisco Bay Area is sought after in terms of financial opportunity, the on-going and persistent homelessness is a real and present challenge. Amid this pervasive housing challenge, the MTW program has provided HACSM with the crucial flexibility to continue its support in affordable housing development and to collaborate with community partners to end homelessness and expand housing opportunity for low-income families.

Following are examples from FY2024 that further demonstrate the HACSM continued commitments to increasing affordable housing choice, supporting self-sufficiency goals of program participants, and developing administrative efficiencies.

### **Increasing Affordable Housing Choices**

During FY2024, the San Mateo County Board of Supervisors, the governing board for the Housing Authority, considered housing as one of, if not the biggest critical need in the County. HACSM, along with the SMC Housing & Community Development Division, were key stakeholders in developing creative solutions by making new construction of affordable housing a reality through the use of HAP reserves (MTW Activity #: 2012-16: Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County, or Affordable Housing Funds) and the County's Measure K funds as seed money, as well as awarding Section 8 Housing Choice Vouchers for project-basing to help developers in financing their projects. Due to the extremely challenging housing market, this strategy has been essential to the increase of affordable housing in the community.

Here is an example of a new construction project that was completed:

### ***Grand and Linden Family Apts.***



Grand and Linden Family Apartments is a new mixed use affordable housing community located in So. San Francisco. This property has 84 units of which 82 are affordable rentals consisting of 2 buildings within a few blocks of one another. The sizes of the rentals include studios, one-bedroom, two-bedroom, and three-bedroom units for families and individuals including homeless and/or disabled veterans. Fifty-five of the apartments are Section 8 Project Based units. Construction was completed for both sites in October of 2023 and the property is now fully occupied.

### **Promoting Self-Sufficiency**

In FY2024, over 92% of the non-elderly/disabled MTW households participated in the Family Self-Sufficiency (FSS) Program with an active Individual Goal Plan. The FSS families meet with HACSM Family Self-Sufficiency Coordinators at least once every four months through virtual meetings, phone calls, email check ins and more. The increased frequency of meeting with families has helped HACSM staff to directly work with families in a focused, more personal way, to stay on track with their short and long-term goals including increasing their income potential through education and employment advancement, personal growth and increased financial knowledge.

HACSM has expanded the self-sufficiency program to include a provision of monetary rewards for participants who complete educational goals as well as increase their credit scores and savings, all of which are fundamental steps for someone striving to be self-sufficient.

### **Developing Administrative Efficiencies**

As previously reported, since 2008, HACSM has continued to refine its internal processes to further support participant families throughout their program participation, including streamlining the rent calculation process, greater use of technology and internal reorganization, to be available to respond to and address emerging issues with and for the participants.

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

MTW flexibility has given HACSM the ability to combine resources, through the fungibility of the MTW block grant and thus removed significant financial barriers, allowing HACSM the freedom to better address San Mateo County program priorities and the community needs. The following are focus areas that HACSM has identified and that continue to support this vision:

### **Serve More Families**

In FY2024, HACSM continued the expansion of its five-year, MTW Self-Sufficiency program. In FY2024, all new applicants from the waiting list were offered to join the Self-Sufficiency program. These new program participants have access to greatly expanded and enriched case management services and to at least biannual connections with their Self-Sufficiency Coordinators. As discussed in detail in this report, the initiative also includes a comprehensive hardship policy for elderly and/or disabled persons as well as for self-sufficiency participants who need some additional time to achieve their goals.

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

HACSM has continued to actively use its MTW flexibility to assist in the development of new or rehabilitated affordable housing by strategically project-basing HCV vouchers as a key financial component. Project-Based Vouchers' (PBV) contractual obligation for long-term unit availability is also important in our perennially tight housing market. See Activity 2011-16 to learn more about how HACSM is using the MTW program to assist and support this long-term vision.

### **Expand Community Partnerships and Commitments with Support Service Providers**

On an ongoing basis, HACSM reviews the needs of Self-Sufficiency program participants. With the data collected from the assessment, HACSM has strategically expanded the program partnerships with a variety of educational institutions, work force development providers, and county and community health and social service providers. HACSM has an active Program Coordinating Committee that meets on a quarterly basis to further support leveraging of services on behalf of low-income families in our programs.

HACSM works with various community partners to provide wrap around services to our participants. Our community partners share invitations to their public events to us to connect our participants to, such as job fairs and other educational workshops. In addition, they also

provide exclusive workshops for our participant families. In the FY 2023 – 2024 HACSM held exclusive live webinars such as Nuts and Bolts of applying for a County Job presented by the County of San Mateo, Credit Repair Workshop facilitated by Peninsula Family Service, How to Start a Business presented by San Mateo Adult & Career Education and Preparation for a Job Interview presented by the NovaWorks Job Center , and we continue to plan for future workshops for the coming year. Through our regular contact with our households, they receive information on services and gain linkages with organizations to assist with but are not limited to financial education, understanding and improving their credit, connection to savings match programs, early learning, immigration and legal services, housing, training, resume writing, interviewing skills and employment opportunities.



FY2024 marks the 7th collaboration with Monterra Credit Union (formerly known as San Mateo Credit Union) on the Backpack Drive. The purpose of this wonderful collaborative effort is to bring some relief and joy to the families and communities we serve. HACSM received 144 donated backpacks. The backpacks provided by Monterra Credit Union were prefilled with all the necessities such as color pencils, pens, pencils, erasers, glue sticks, scissors, highlighters, rulers, pencil sharpeners, pencil cases, notebooks, and folders. HACSM reached out to newly admitted participant families and offered the backpacks on a first come, first serve basis. Using books donated in partnership with the Library and the Book Rich Environment, HACSM also gave away books at the event to families with children in addition to the backpacks and supplies. The parents and children expressed how very thankful they were for the help especially in these difficult times. The backpack distribution was a successful event with many eager and grateful families showing up to collect their items.



## SECTION II - General Operating Information

This section provides an overview of HACSM’s housing portfolio, leasing, and waiting list information.

### Actual New Project Based Vouchers (PBVs)

Property Name	No. of PBVs		Status At End of Plan Year	RAD?	Description of Project
	Plan	Actual			
Colibri Commons (Formerly known as 965 Weeks Street)	15	15	Committed	No	965 Weeks Street is a 136-unit new construction development in E. Palo Alto, CA. HACSM has committed 15 Section 8 PBVs to the project. Construction will commence in Fall 2023.
Belmont Affordable Housing	18	18	Committed	No	Belmont Affordable Housing is a 37-unit new construction development in Belmont, CA. HACSM has committed 18 Section 8 PBVs to the project. The project is in the process of securing financing.
Kiku Crossing (formerly known as Downtown San Mateo Opportunity Sites)	80	80	Committed	No	Downtown San Mateo Opportunity Sites is a 234-unit new construction development in San Mateo, CA. HACSM has committed 80 Section 8 PBVs to the project. Construction is underway, and is expected to complete in March 2024 and be fully leased in late summer to early fall of 2024

Property Name	No. of PBVs		Status At End of Plan Year	RAD?	Description of Project
	Plan	Actual			
Middlefield Junction	44	44	Committed	No	Middlefield Junction is a 179-unit new construction development in Redwood City, CA. HACSM has committed 44 Section 8 PBVs to the project. 20 of the 44 PBV units will serve people with disabilities who require supportive services to maintain housing. Construction is underway and is delayed due to a large fire on the premises.

187
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187
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 Planned/Actual Total Vouchers Newly Project-Based

\* Figures in the “Planned” column should match the corresponding Annual MTW Plan.

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

**Describe differences between the Planned and Actual Number of Vouchers Newly Project-Based:**

Middlefield Junction experienced construction delays due to a large fire.

Actual Existing Project-Based Vouchers

Property Name	No. of PBVs		Status At End of Plan Year	RAD?	Description of Project
	Planned*	Actual			
353 Main Street	81	81	Leased/Issued	No	353 Main Street is a 125-unit new construction development in Redwood City, CA. HACSM has committed 19 HUD-VASH vouchers and 62 Section 8 PBVs to the project.
636 El Camino	47	47	Leased/Issued	No	A family property including 20 MHSA units, located in South San Francisco.
Alma Point	33	33	Leased/Issued	No	A senior property located in Foster City
Arroyo Green	99	99	Leased/Issued	No	Arroyo Green is a 117-unit new construction senior housing development in Redwood City, CA. HACSM has committed 10 HUD-VASH PBVs, awarded through HACSM's FY2016 HUD-VASH PBV set-aside award and 89 Section 8 PBVs to the project.
Coastside Senior Housing	39	39	Leased/Issued	No	A senior property located in Half Moon Bay
Colma Veterans Housing	65	65	Leased/Issued	No	Colma Veterans Housing is a 66-unit new construction development in Colma, CA. With the exception of the manager unit, all 65 rental units will be assisted with PBV subsidy: 1) 58 HUD-VASH PBVs and 2) 7 Section 8 PBVs.
Delaware Pacific	30	30	Leased/Issued	No	A family property including 10 MHSA units, located in San Mateo.
Delaware Place	16	16	Leased/Issued	No	A family property located in San Mateo.
Edgewater Isle	91	91	Leased/Issued	No	A senior property located in San Mateo.

Property Name	No. of PBVs		Status At End of Plan Year	RAD?	Description of Project
	Planned*	Actual			
El Camino Village	30	30	Leased/Issued	Yes	A family property located in Colma. El Camino Village was formerly a Public Housing Property. The RAD PB application was finalized December 1, 2017, and all units were transitioned to RAD PB status.
Fair Oaks Common	59	59	Leased/Issued	No	Fair Oaks Commons is a 67-unit new construction development in Redwood City, CA. HACSM has committed 27 HUD-VASH PBVs, awarded through HACSM's FY2016 HUD-VASH PBV set-aside award and 32 Section 8 PBVs to the project.
Firehouse Square	33	33	Leased/Issued	No	Firehouse Square is a 66-unit new construction development in Belmont, CA. HACSM has committed 33 Section 8 PBVs to the project.
Gateway Apartments	81	81	Leased/Issued	No	A family property located in Menlo Park. Gateway is a formerly Mod Rehab property.
Gateway at Millbrae (formerly known as Bayshore Affordable)	18	18	Leased/Issued	No	Bayshore affordable is an 80-unit new construction development in Millbrae, CA. HACSM has committed 18 HUD-VASH vouchers to the project.
Grand & Linden	55	55	Leased/Issued	No	Grand & Linden Family Apartments is an 84-unit new construction development in So. San Francisco. HACSM has committed 55 Section 8 PBVs to the project. 13 of the 55 PBV units will serve people with disabilities who require supportive services in order to maintain housing.

Property Name	No. of PBVs		Status At End of Plan Year	RAD?	Description of Project
	Planned*	Actual			
Half Moon Village	158	158	Leased/Issued	No	A senior property located in Half Moon Bay.
Hillside Terrace	18	18	Leased/Issued	No	A family property located in Daly City.
Light Tree Apartments	89	89	Leased/Issued	No	Light Tree Apartments is a 185-unit rehabilitation and new construction development in E. Palo Alto, CA. HACSM has committed 89 Section 8 PBVs to the project.
Magnolia Plaza	48	48	Leased/Issued	No	A senior property located in South San Francisco.
Midway Village	150	150	Leased/Issued	No	A formerly Public Housing family project, located in Daly City.
Montara (formerly known as Bay Meadows)	46	46	Leased/Issued	No	Montara is a 68-unit new construction development in San Mateo, CA. HACSM has committed 12 HUD-VASH PBVs, awarded through HACSM's FY2016 HUD-VASH PBV set-aside award and 34 Section 8 PBVs to the project.
Mosaic Garden	39	39	Leased/Issued	No	A family property located in Redwood City. Of the 39 PBV units, 9 are HUD-VASH PBVs.
Newell Housing	10	10	Leased/Issued	No	A family property located in East Palo Alto.
Oceanview	31	31	Leased/Issued	No	A senior property located in Pacifica.
Pacific Oaks	50	50	Leased/Issued	No	A senior property located in Pacifica.
Redwood Oaks	33	33	Leased/Issued	No	A family property located in Redwood City.
Rotary Terrace	8	8	Leased/Issued	No	A senior property located in South San Francisco. All 8 units serve seniors with dual eligibility from Medicaid and The Health Plan of San Mateo.

Property Name	No. of PBVs		Status At End of Plan Year	RAD?	Description of Project
	Planned*	Actual			
Sequoia Belle Haven	69	69	Leased/Issued	No	A senior property, located in Menlo Park.
Serenity Senior Housing	40	40	Leased/Issued	No	Serenity Senior Housing is a 41-unit affordable senior housing development located in East Palo Alto, CA. The development is 100% PBV except for 1 manager unit.
St. Matthew	18	18	Leased/Issued	No	A family property, located in San Mateo.
Sweeney Lane	26	26	Leased/Issued	No	A family property, located in Daly City.
The Woodlands	13	13	Leased/Issued	No	A family property, located in East Palo Alto.
Willow Housing	35	35	Leased/Issued	No	Willow Housing is a 60-unit development located in the Menlo Park VA campus in Menlo Park, CA. The PBV units are covered by HUD-VASH vouchers.
Willow Terrace	11	11	Leased/Issued	No	A family property, located in Menlo Park.
<b>1,669</b>		<b>1,669</b>	Planned/Actual Total Existing Project-Based Vouchers		

\* Figures and text in the “Planned” column should match the corresponding Annual MTW Plan.

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

**Differences between the Planned and Actual Existing Number of Vouchers Project-Based**

Construction has been completed for Grand and Linden. This complex is 100% leased and added to the total.

**Actual Other Changes to MTW Housing Stock in the Plan Year**

N/A

General Description of All Actual Capital Expenditures During the Plan Year

HACSM no longer has Public Housing. We received \$0 in operating subsidy, \$0 in capital funds, and \$0 for RHF

Leasing Information

**Actual Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA actually served at the end of the Plan Year.

NUMBER OF HOUSEHOLDS SERVED THROUGH:	NUMBER OF UNIT MONTHS OCCUPIED/LEASED*		NUMBER OF HOUSEHOLDS SERVED**	
	Planned	Actual	Planned	Actual
MTW Public Housing Units Leased	N/A	N/A	N/A	N/A
MTW Housing Choice Vouchers (HCV) Utilized	52,212	49,980	4,351	4,165
Local, Non-Traditional: Tenant-Based	1,152	516	96	43
Local, Non-Traditional: Property-Based	468	228	39	19
Local, Non-Traditional: Homeownership	N/A	N/A	N/A	N/A
Planned/Actual Totals	<b>53,832</b>	<b>50,724</b>	<b>4,486</b>	<b>4,227</b>

\* “Planned Number of Unit Months Occupied/Leased” is the total number of months the MTW PHA planned to have leased/occupied in each category throughout the full Plan Year (as shown in the Annual MTW Plan).

\*\* “Planned Number of Households to be Served” is calculated by dividing the “Planned Number of Unit Months Occupied/Leased” by the number of months in the Plan Year (as shown in the Annual MTW Plan).

Figures and text in the “Planned” column should match the corresponding Annual MTW Plan.

**Describe any differences between the planned and actual households served:**

The differences between the planned and actual households served were due unit turnovers and program admissions and exits. This FY HACSM added 3 additional providers to the Provider Based Assistance Program.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	NUMBER OF UNIT MONTHS OCCUPIED/LEASED*		NUMBER OF HOUSEHOLDS TO BE SERVED*	
		Planned	Actual	Planned	Actual
Tenant-Based	Provider Based Assistance Program / Activity #2011-27	1,152	16	96	43
Property-Based	Provider Based Assistance Program / Activity #2011-27	468	228	39	19
Homeownership	N/A	0	0	0	0
Planned/Actual Totals:		1,620	244	135	62

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

Figures and text in the “Planned” column should match the corresponding Annual MTW Plan.

HOUSEHOLDS RECEIVING LOCAL, NON-TRADITIONAL SERVICES ONLY	AVERAGE NUMBER OF HOUSEHOLDS PER MONTH	TOTAL NUMBER OF HOUSEHOLDS IN THE PLAN YEAR
N/A	0	0

Discussion of any actual issues and solutions utilized in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ACTUAL LEASING ISSUES AND SOLUTIONS
MTW Public Housing	N/A

HOUSING PROGRAM	DESCRIPTION OF ACTUAL LEASING ISSUES AND SOLUTIONS
<p>MTW Housing Choice Voucher</p>	<p>All residents of San Mateo County continued to experience an extremely tight rental market and high rents. One of the persistent challenges is that voucher holders must compete with high wage technology and biotech workers within the same limited housing market. To address this situation, HACSM has increased its project-based voucher allocation to secure additional long-term affordable units, and has collaborated with affordable housing developers, and private market landlords.</p> <p>Through its' MTW authority, HACSM created a MTW activity, titled the Leasing Success Program, to provide financial incentives to owners of rental property who choose to participate in the program.</p> <p>HACSM has continued to offer the Renting Success Workshop virtually, to all voucher holders to share new methods and approaches for a successful housing search. Additionally, HACSM renegotiated a contract with Abode Services to assist, upon referral, new applicants and relocating participants in their housing search.</p>
<p>Local, Non-Traditional</p>	<p>Providers in the Local Non-Traditional programs who do not own their own rental properties face the same issues as described above. In these instances, they have established relationships with a handful of private market landlords who are willing to work specifically with participants in their programs.</p>

Wait List Information

**Actual Waiting List Information**

Snapshot information on the actual status of MTW waiting lists at the end of the Plan Year. The “Description” column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
Federal MTW Housing Choice Voucher Program	Community-Wide	10406	Open	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, 353 Main Street)	Site Based	891	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, 636 El Camino)	Site Based	2777	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Alma Point)	Site Based	94	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Arroyo Green Senior Housing)	Site Based	170	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Coastside Senior Housing)	Site Based	87	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Colma Veterans Village)	Site Based	43	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Delaware Place)	Site Based	2192	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Delaware Pacific)	Site Based	605	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Edgewater Isle)	Site Based	204	Closed	No

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
Federal MTW Housing Choice Voucher Program (Project-Based, Fair Oaks Commons)	Site Based	844	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Firehouse Square)	Site Based	2313	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Gateway Apartments)	Site Based	2490	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Grand and Linden Apartments)	Site Based	2088	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Half Moon Village)	Site Based	536	Open	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Hillside Terrace)	Site Based	248	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Kiku Crossing)	Site Based	823	Closed	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Light Tree)	Site Based	986	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Magnolia Plaza)	Site Based	189	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Midway Village)	Site Based	2387	Closed	No

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
Federal MTW Housing Choice Voucher Program (Project-Based, Montara)	Site Based	1807	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Mosaic Garden)	Site Based	430	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Newell)	Site Based	1891	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Oceanview)	Site Based	170	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Pacific Oaks)	Site Based	28	Open	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Redwood Oaks)	Site Based	1974	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Rotary Terrace)	Site Based	247	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, Sequoia Belle Haven)	Site Based	334	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, St. Matthew)	Site Based	3055	Closed	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Sweeney Lane)	Site Based	580	Closed	No

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
Federal MTW Housing Choice Voucher Program (Project-Based, Serenity Senior Housing)	Site Based	385	Yes	Yes
Federal MTW Housing Choice Voucher Program (Project-Based, Willow Terrace)	Site Based	2124	Closed	No
Federal MTW Housing Choice Voucher Program (Project-Based, The Woodlands)	Site Based	1190	Closed	No
RAD PBV (Formerly Public Housing El Camino Village)	Site Based	1551	Closed	No

**Describe any duplication of applicants across waiting lists:**

In addition to the Housing Choice Voucher Program, HACSM has site-based waiting lists for its Project Based Properties. Household can choose to apply for multiple waiting lists thus resulting in duplication across the waiting lists.

**Actual Changes to Waiting List in the Plan Year**

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

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

**Information on Statutory Objectives and Requirements**

**75% of Families Assisted Are Very Low Income**

HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW PHA are very low income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA should provide data for the actual families housed upon admission during the PHA’s Plan Year reported in the “Local, Non-Traditional: Tenant-Based”; “Local, Non-Traditional: Property-Based”; and “Local, Non-Traditional: Homeownership” categories. Do not include households reported in the “Local, Non-Traditional Services Only” category.

INCOME LEVEL	NUMBER OF LOCAL, NON-TRADITIONAL HOUSEHOLDS ADMITTED IN THE PLAN YEAR
80%-50% Area Median Income	0
49%-30% Area Median Income	5
Below 30% Area Median Income	41

**Maintain Comparable Mix**

HUD will verify compliance with the statutory requirement that MTW PHAs continue to serve a comparable mix of families by family size by first assessing a baseline mix of family sizes served by the MTW PHA prior to entry into the MTW demonstration (or the closest date with available data) and compare that to the current mix of family sizes served during the Plan Year.

BASELINE MIX OF FAMILY SIZES SERVED (upon entry to MTW)					
FAMILY SIZE	OCCUPIED PUBLIC HOUSING UNITS	UTILIZED HCVs	NON-MTW ADJUSTMENTS*	BASELINE MIX NUMBER	BASELINE MIX PERCENTAGE
1 Person	N/A	1471	0	1471	38%
2 Person	N/A	1041	0	1041	27%
3 Person	N/A	570	0	570	15%
4 Person	N/A	434	0	434	11%
5 Person	N/A	201	0	201	5%
6+ Person	N/A	148	0	148	4%
<b>TOTAL</b>	<b>N/A</b>	<b>3865</b>	<b>0</b>	<b>3865</b>	<b>100%</b>

\* “Non-MTW Adjustments” are defined as factors that are outside the control of the MTW PHA. An example of an acceptable “Non-MTW Adjustment” would include demographic changes in the community’s overall population. If the MTW PHA includes “Non-MTW Adjustments,” a thorough justification, including information substantiating the numbers given, should be included below.

**Describe the justification for any “Non-MTW Adjustments” given above:**

N/A

MIX OF FAMILY SIZES SERVED (in Plan Year)				
FAMILY SIZE	BASELINE MIX PERCENTAGE**	NUMBER OF HOUSEHOLDS SERVED IN PLAN YEAR	PERCENTAGE OF HOUSEHOLDS SERVED IN PLAN YEAR	PERCENTAGE CHANGE FROM BASELINE YEAR TO CURRENT PLAN YEAR
1 Person	38%	1660	50%	12%
2 Person	27%	886	27%	0%
3 Person	15%	370	11%	-4%
4 Person	11%	216	6%	-5%
5 Person	5%	107	3%	-2%
6+ Person	4%	87	3%	-1%
<b>TOTAL</b>	<b>100%</b>	<b>3326</b>	<b>100%</b>	<b>0%</b>

\*\* The “Baseline Mix Percentage” figures given in the “Mix of Family Sizes Served (in Plan Year)” table should match those in the column of the same name in the “Baseline Mix of Family Sizes Served (upon entry to MTW)” table.

The “Total” in the “Number of Households Served in Plan Year” column should match the “Actual Total” box in the “Actual Number of Households Served in the Plan Year” table in Section II.B.i of this Annual MTW Report.

The percentages in this column should be calculated by dividing the number in the prior column for each family size by the “Total” number of households served in the Plan Year. These percentages will reflect adjustment to the mix of families served that are due to the decisions of the MTW PHA. Justification of percentages in the current Plan Year that vary by more than 5% from the Baseline Year must be provided below.

**Describe the justification for any variances of more than 5% between the Plan Year and Baseline Year:**

During FY 2024 HACSM pulled hundreds of applicants from the Federal MTW Housing Choice Voucher Program Wait List. Approximately 39% of the households that exited the program in FY2024 were households with 2 or more household members. In addition, approximately 74% of HACSM’s PBV portfolio’s is SRO, studio or 1-bedroom units.

**Number of Households Transitioned to Self-Sufficiency in the Plan Year**

Number of households, across MTW activities, that were transitioned to the MTW PHA’s local definition of self-sufficiency during the Plan Year.

MTW ACTIVITY NAME/NUMBER	NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY*	MTW PHA LOCAL DEFINITION OF SELF SUFFICIENCY
MTW Self Sufficiency Program/Activity #2000-1	58	Household reached the end of their voucher term, and/or reached an income level that HACSM paid \$0 subsidy for a maximum period of 90 days.
Housing Readiness Program/Activity #2009-2	10	Household reached the end of their voucher term, and/or reached an income level that HACSM paid \$0 subsidy for a maximum period of 90 days.
Tiered Subsidy Table/Activity #2010-9	Included in row 1 & 2 above	The household reached an income level such that HACSM paid \$0 subsidy for a maximum period of 90 days.
	58	(Households Duplicated Across MTW Activities)
	58	Total Households Transitioned to Self Sufficiency

Figures should match the outcome reported where metric SS#8 is used in Section IV of this Annual MTW Report.

The HACSM definition of Self-Sufficiency includes the following:

- The household has reached an income level such that HACSM is no longer providing subsidy on behalf of the family for a period of 90 days, or
- The household has reached the end of the voucher’s time limit and will be graduating from the FSS program.

### SECTION III: Proposed MTW Activities

All proposed activities that are granted approval by HUD are reported on in Section IV as ‘Approved Activities. No new activities are proposed at this time.

### SECTION IV: Approved MTW Activities

#### A. Implemented Activities

MTW Activity Number	MTW Activity Title
2000 – 1	MTW Self-Sufficiency Program
2000 – 3	Eliminate 40% Affordability CAP at Initial Move-In/Lease Up
2009 – 2	Housing Readiness Program (HRP)
2010 – 6	Triennial Recertification Schedule for Elderly/Disabled Families
2010 – 7	Simplify Rent Calculation Process

MTW Activity Number	MTW Activity Title
2010 – 8	Simplify Third Party Verification Process
2010 – 9	Tiered Subsidy Tables (TST)
2010 – 10	Simplify HQS Process for HACSM-owned or Affiliated Properties
2011 – 15	Institute Biennial Inspection Schedule for Units Under Contract
2011 – 16	Expand the Section 8 Project-Based Voucher Program
2011 – 17	Revise Eligibility Standards
2012 – 21	Change Qualifications for Full-Time Student Status
2012 – 22	Include Foster Care, KinGap, and Adoption Assistance Payments in Annual Income Calculation
2012 – 23	Modify Head of Household (HOH) Changes Policy
2012 – 24	Change Automatic Termination of HAP Contract from 180 to 90 Days
2012 – 26	Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County
2011 – 27	Provider Based Program
2014 – 29	Revise Child Care Expense Deduction
2015 – 30	Standard Proration for Ineligible Household Members

MTW Activity Number	MTW Activity Title
2015 – 31	Local Referral Process for Supportive Service Exception Units, in Project Based Voucher (PBV) Complexes
2015 – 32	Revised EIV Income Report Review Schedule
2015 – 33	Local PBV Inspection Process
2015 – 35	Leasing Success Program
2018 – 36	Homeless Young Adults with Disability Program

### Activity #2000-1: MTW Self-Sufficiency Program

Approved by HUD: FYE2000  
Implemented by HACSM: 5/1/2000  
Amended: N/A

#### *Description of the activity*

In May 2000, HACSM implemented its' first MTW activity. The MTW self-sufficiency program was originally developed in collaboration with the San Mateo County (SMC) Human Service Agency to respond to the welfare reforms of the Clinton presidency. It was fashioned to focus almost exclusively on improving families' economic self-sufficiency in preparation for the conclusion of their welfare assistance. The core design of HACSM's original MTW program consisted of limiting Housing Choice Voucher assistance to a maximum of six years, while at the same time offering self-sufficiency services to those participants. In FY2010 HACSM changed the voucher term to a maximum of five years. Through December 2013, in order to reach the target population, HACSM only accepted new admissions through a referral process. The referring agencies included the SMC welfare and social service departments, drug treatment facilities, and local homeless shelters. In addition to referring eligible families for admission to the MTW program, these same referring agencies signed agreements with HACSM to provide appropriate case management services to the family throughout the term of their housing assistance.

In FY2014, upon HUD approval, HACSM implemented several revisions to this activity, including the following: 1) January 2014, HACSM opened its HCV waitlist and with this opening began the enrollment of all new households in the MTW Self-Sufficiency program, eliminating the direct referral process; 2) All new program participants from the HACSM HCV waiting list are automatically invited to enroll in the MTW Self-Sufficiency program, and 3) HACSM expanded the number of vouchers allocated to the 5-year time limited program from 300 up to 800 vouchers.

With the exception of elderly and disabled households, all MTW Self-Sufficiency participants are invited to participate in the HACSM Family Self-Sufficiency (FSS) program with the goal of helping families to be gainfully employed and free of welfare assistance. Non-compliance with the FSS contract could be cause for termination of Contract of Participation. HACSM collaborates with county and non-profit service providers to prepare MTW households to be economically self-sufficient upon graduation. With the flexibility afforded through

the MTW program, HACSM designed a local method by which escrow is calculated for the FSS program participants at the time of graduation. In FY2014, due to the fact that this MTW Activity #2000-4 (Escrow Accounts) was so integrally related to the self-sufficiency goals of program participants, HACSM combined these two activities under Activity #2000-1 for reporting purposes.

In FY2023, HUD approved HACSM revised FSS Action Plan. The revised, MTW HACSM escrow calculation method considers several activities that support a family's increasing self-sufficiency, which are often necessary for an individual to be job-ready and positioned for higher paying positions, instead of only recognizing increases in earned income. The maximum escrow credit and pay out at graduation is \$5,000 per family. Because escrows are only calculated and credited at the end of the FSS Contract term, interim withdrawals were eliminated.

The HACSM-designed calculation methodology is as follows:

- *Employment*: In order to qualify, at program exit, the family must achieve either: 1. The lesser of \$1,500 or a 15% increase over the above stated Earned Income baseline if the baseline amount is more than \$2000, or 2. A \$10,000 increase over the above stated Earned Income baseline if the baseline amount is \$2000, or less. HACSM will calculate escrow based on a dollar for dollar match up to \$1,000. (\$1,000 maximum per family under this category)
- *Education/Vocational Degree Attainment*: \$500 for each completed education/vocational goal. (\$1,000 maximum per family under this category)
- *Personal Enrichment/Job Preparation*: \$50 for each workshop, skill improvement training completed. (\$500 maximum per family under this category)
- *Path to Citizenship*: \$250 for each goal completed per family member in this process (\$500 maximum per family under this category)
- *Budgeting/Saving Series*:
  - Attend a HACSM-sponsored budgeting class within the first six months of program entry. (\$50)
  - Prepare and submit to HACSM a personal budget for six months following the budgeting class. (\$100)
  - Establish (open) a new savings account within the first year of program entry or a secured credit card to re-establish credit. Once credit has been established, open a savings account. (\$50)
  - Establish a pattern of savings by: a. During the final 12 months of participation, make a minimum of 10 monthly deposits of at least \$25, AND b. Any monthly withdrawals may not cause the deposit amount to be less than \$25. (\$300)
  - Increase savings balance over the savings baseline by at least \$2,000. (\$300)

Note: Retirement accounts will not be considered as savings accounts.  
(\$800 maximum per family under this category)

- *Improve Credit Score*: \$1 for each credit score point improved over the Credit Score baseline. (\$250 maximum per family under this category)
- *Personal Participant Pay Point from Individual Training and Service Plan (ITSP)*. Qualifying goals include Entrepreneurship, transportation, childcare, fulfilling student loan obligations, expunging criminal records, completing the full LENA program, completing the WANDA program, or resolving outstanding child support payments. \$250 for each Personal Participant goal completed. (\$500 maximum per family under this category)
- *Homeownership Series*:
  - Attend a homebuyer education workshop. (\$50)
  - Obtain a pre-approval letter from a mortgage lender. (\$150)
  - Close escrow on the purchase of a home. (\$300)(\$500 maximum per family under this category)

Since this activity's original implementation, portability was generally not approved due to the five-year time limit and HACSM's inability to enforce other PHAs compliance with this unique aspect of the HACSM MTW-approved activity. However, in FY15 due to households joining the program via the wait list, under the hardship policy, HACSM will consider a received request based on the following conditions: 1) Approved reasonable accommodation, 2) Participation, as a full-time student, in a training program that is more than 35 miles from the nearest San Mateo County border, or 3) Full Time employment that is more than 35 miles from the nearest San Mateo County border. (See Appendix I for the full hardship policy)

### *Impact of the activity*

In FY2024, a total of 682 households received rental subsidy under the MTW Self Sufficiency Program. Of that total, 218 households have an active Contract of Participation and received self-sufficiency services. During the same period, 34 families had successfully graduated from the program.

Although not a part of the Standard Metrics, HACSM has also been monitoring the housing outcomes for families exiting the program. In FY2024, of the 34 households who graduated from the program, none of the families expressed that they would have to enter shelter or

become homeless upon graduation. Some increased their earned income to the point where HACSM was not contributing any housing subsidy, some were able to remain in the same unit paying the full rent amount, several were able to secure an affordable below-market-rate unit from one of the cities within San Mateo County, others moved in with friends or family, and some made the decision to relocate to a jurisdiction with a lower cost of living.

There were 323 families who requested a hardship program extension in FY2024. Based on the HACSM’s hardship policy, 321 requests were approved.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>SS #1: Increase in Household Income</b>				
Average earned income of households affected by this policy in dollars (increase)	As established in FY2010, the average earned income of households at entry was \$17,858	Expected increase in average earned income of \$500 annually of households affected by this policy prior to implementation.	Average earned income per households is \$40,436	Yes
<b>SS #2: Increase in Household Savings</b>				
Average amount of savings/escrow of households affected by this policy in dollars (increase)	As established in FY2013, the average savings per household was \$569	Expected \$100 increase in savings per household	Average Savings per household is \$5,832	Yes
<b>SS #3: Increase in Positive Outcomes in Employment Status (Household)</b>				
Employed Full Time	In FY2013, 9 households who graduated from the program were employed full time at program entry	Expected number of households employed full time: 15	104	Yes
Employed Part Time	FY2013, 2 households who graduated from the program were employed part time at program entry	Expected number of households employed part time: 10	63	Yes

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Enrolled in an Educational Program	FY2013, 5 households who graduated from the program were enrolled in an education program	Expected number of households enrolled in education program: 10	128	Yes
Enrolled in Job Training	FY2013, 5 households who graduated from the program were enrolled in a job training program	Expected number of households enrolled in job training program: 10	109	Yes
Unemployed	FY2013, 8 households who graduated from the program were unemployed at program entry	Expected number of households unemployed: 10	51	No <sup>1</sup>
<b>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>				
Number of households receiving TANF assistance (decrease)	131 families were receiving TANF at program entry. In FY2013, 83 families were receiving TANF	Decrease in the number of families receiving TANF by 10 families per year	18	No <sup>2</sup>
<b>SS #5: Households Assisted by Services that Increase Self-Sufficiency</b>				
Number of households receiving services aimed to increase self-sufficiency (increase)	In FY2013, 19 families completed financial, employment, and educational workshops	HACSM expects 30 of the households receiving self-sufficiency services after implementation	218	Yes
<b>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</b>				
Average amount of Section 8 and/or 9 subsidy (or local, non-traditional subsidy) per household affected by this policy in dollars (decrease)	In FY2012, the average amount of Section 8 subsidy per household was \$1,331	HACSM expects the average subsidy per household after implementation to remain consistent at \$1,331	\$2,125	No <sup>3</sup>

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>SS #8: Households Transitioned to Self-Sufficiency</b>				
Number of households transitioned to self-sufficiency (increase)	0 households transitioned to self-sufficiency prior to implementation	Expected number of households transitioned to self-sufficiency: 10/year	34	Yes
<p>* Narrative of Challenges, if not Achieved and Potential New Strategy</p> <p><sup>1</sup> <i>Unemployed:</i> (1) The unemployed number fluctuates from year to year because HACSM continues to admit new households to the program. For example, newly admitted households who are unemployed are also added to the total. HACSM expects the outcome will improve as these families gain employment during their terms of assistance.</p> <p><sup>2</sup> <i>Households receiving TANF:</i> New households were added to the program. Some of these newly admitted households have TANF as part of their income. HACSM expects the outcome will improve as these families gain employment during their terms of assistance.</p> <p><sup>3</sup> <i>Average amount of Section 8 subsidy per household:</i> In FY2024, the HACSM housing market continued to represent one of the most expensive in the nation. The trend has continued over multiple years, and as such the average subsidy for the program is in alignment with San Mateo County as a whole. In addition, the TST table was revised effective July 1, 2022.</p>				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2000-3: Eliminate 40% Affordability Cap at Initial Move-in/Lease Up**

Approved by HUD: FYE2000  
Implemented by HACSM: 5/1/2000  
Amended: N/A

#### *Description of the activity*

The original MTW contract, executed in 2000, allowed HACSM to eliminate limits on the proportion of household income that could be spent on housing costs for its initial 300 time-limited MTW clients. In the FY2009 MTW Annual Plan, HACSM received HUD approval to expand this initiative to the entire HCV program.

This MTW activity is designed to support a family's ability to have greater housing choice, through having access to cities throughout San Mateo County. Prior to July 2009, whether HCV applicants leasing up for the first time, or participants in the relocation process, were unable to secure housing outside high poverty areas due to the restrictive 40% affordability cap.

Although the hard affordability cap has been eliminated, HACSM continues to play a major role in negotiating rents on behalf of the participant when needed and has established safeguards to ensure the tenant portion of rent is affordable to the participant. Safeguards include, but are not limited to:

- Discussion of rent affordability with the participant before move-in
- Outreach to property owners to increase housing availability
- A calculation tool that shows the tenant portion of rent in relation to his/her income with the addition of excluded income sources that might mitigate the higher rent burden
- Required supervisory approval procedures on a case-by-case basis for instances where the tenant rent burden is over 50% of their monthly adjusted income

*Impact of the activity*

In FY2024, San Mateo County continued to be one of the highest cost of living communities in our nation. Current participants and new voucher holders searching for affordable housing in San Mateo County are faced with an extremely challenging and competitive housing market. Since implementation, HACSM has found that this activity has provided some necessary relief to those engaged in a search for affordable housing in San Mateo County.

Throughout the reporting period, HACSM continued to monitor the lease up statistics, voucher utilization, and the prevailing rent burden for participants to ensure that vouchers are being utilized and participants are not facing an overly burdensome cost for housing. It is important to note that, as discussed in the design of this activity above, all HAP contracts that could result in a household’s paying more than 50% of their monthly adjusted income toward their rent received additional supervisory review and one-on-one discussions with the household. This is an additional step that HACSM staff take to support the household on a case-by-case basis. In FY2024, HACSM denied 15 Request for Tenancy Approvals due to affordability. Without this activity, the reality of finding a unit would be even more bleak with the current San Mateo County housing market.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #5: Increase in Resident Mobility</b>				
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0 families.	HACSM expects that 20 households will be able to move to a better unit and/or neighborhood of opportunity after implementation	160	Yes
Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2009-2: Housing Readiness Program (HRP)**

Approved by HUD:	FYE2009
Implemented by HACSM:	7/1/2008
Amended:	N/A

*Description of the activity*

Through partnerships with San Mateo County's Center on Homelessness and other providers of homeless services, HACSM is able to serve up to 150 homeless families who may not otherwise qualify other homeless programs. Homeless families join the program through a referral process. In the original program design, new program participants received rental subsidy for up to three years while at the same time having continued access to various supportive services programs, provided by the homeless services partners. In August 2016, HACSM aligned the Housing Readiness Program with the MTW Self-Sufficiency Program (Activity #2000-1) and expanded the term of participation for all new HRP participants from three years up to five years. In addition to the extended term of participation, at the time of initial lease up, the new households are encouraged to join the FSS program and meet with the FSS Coordinators to establish their goal plan and execute an FSS Contract of Participation. These households are also eligible for escrow monies upon successful graduation from the FSS program.

*Impact of the activity*

In FY2024, a total of 77 households received rental subsidy under the MTW Housing Readiness Program. Of that total, 24 households have an active Contract of Participation and received self-sufficiency services. During the same period, 10 families had successfully graduated from the program.

There were 52 families who requested a hardship program extension in FY2024. Based on the HACSM’s hardship policy, 52 requests were approved.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>SS #1: Increase in Household Income</b>				
Average earned income of households affected by this policy in dollars (increase)	Average earned income of households affected by this policy in FY2013 was \$19,339	Expected average earned income in households affected by this policy after implementation is \$20,500	\$26,853	Yes
<b>SS #2: Increase in Household Savings</b>				
Average amount of savings/escrow of households affected by this policy in dollars (increase)	Average savings per household at program entry in FY2013 was \$249	Expected increase in savings per household: \$100	\$740	Yes
<b>SS #3: Increase in Positive Outcomes in Employment Status (Household)</b>				
Employed Full Time	In FY2012, 11 households employed full time	Expected number of households employed full time: 11	6	No <sup>1</sup>
Employed Part Time	In FY2012, 12 households employed part time	Expected number of households employed part time: 10	6	No <sup>2</sup>
Enrolled in an Educational Program	In FY2012, 0 households enrolled in an education program	Expected number of households enrolled in education program: 10	11	Yes
Enrolled in Job Training	In FY2012, 0 households enrolled in a job training program	Expected number of households enrolled in job training program: 10	13	Yes

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Unemployed	In FY2012, 11 households unemployed	Expected number of households unemployed: 10	12	No <sup>3</sup>
<b>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>				
Number of households receiving TANF assistance (decrease)	In FY2012, 13 households were receiving TANF at program entry	Expected average of households receiving TANF: 10 Households	10	Yes
<b>SS #5: Households Assisted by Services that Increase Self-Sufficiency</b>				
Number of households receiving services aimed to increase self-sufficiency (increase)	0 families were receiving self-sufficiency services prior to implementation of the activity	HACSM expects 40 households to receive self-sufficiency services after implementation of the activity	24	No <sup>4</sup>
<b>SS #6: Reducing Per Unit Subsidy Costs for Participating Households</b>				
Average amount of Section 8 and/or 9 subsidy (or local, non-traditional subsidy) per household affected by this policy in dollars (decrease)	In FY2012, the average amount of Section 8 subsidy per household: \$908	HACSM expects the average subsidy per household after implementation to remain consistent with overall MTW program at: \$1,200	\$2,419	No <sup>5</sup>
<b>SS #8: Households Transitioned to Self-Sufficiency</b>				
Number of households transitioned to self-sufficiency (increase)	0 households transitioned to self-sufficiency prior to implementation	Expected number of households transitioned to self-sufficiency: 10/year	10	Yes <sup>5</sup>
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<p><sup>1</sup> <i>Employed Full Time:</i> (1) The employed full time number fluctuates from year to year because HACSM continues to admit new households to the program and some may not have full time employment. HACSM expects the outcome will improve as these families gain full time employment during their terms of assistance.</p> <p><sup>2</sup> <i>Employed Part Time:</i> (2) The employed part time number fluctuates from year to year because HACSM continues to admit new households to the program. For example, newly admitted households who are employed part time are also added to the total. HACSM expects the outcome will improve as these families gain full time</p>				

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<p>employment during their terms of assistance.</p> <p><sup>3</sup> <i>Unemployed:</i> (1) The unemployed number fluctuates from year to year because HACSM continues to admit new households to the program. For example, newly admitted households who are unemployed are also added to the total. HACSM expects the outcome will improve as these families gain employment during their terms of assistance.</p> <p><sup>4</sup> <i>Number of households receiving services aimed to increase self sufficiency:</i> A majority of the HRP households have exited the FSS COP and are on extensions to the subsidy program. All households regardless of a COP or not are sent resources for available services that are aimed to increase self sufficiency.</p> <p><sup>5</sup> <i>Average amount of Section 8 subsidy per household:</i> In FY2024, the HACSM housing market continued to be one of the most challenging in the nation. Rental rate continued to climb annually. In addition, the TST table was updated effective July 1, 2022. As a result, subsidy per household has also increased.</p>				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2010-6 (Revised): Triennial Recertification Schedule for Elderly Disabled Families**

Approved by HUD: FYE2010  
 Implemented by HACSM: 7/1/2009  
 Amended: FY2014

*Description of the activity*

Building upon the success of the original activity “Biennial Recertification Schedule for Elderly/Disabled Families,” in FY2014 HACSM expanded the regular recertification schedule to once every three years for Elderly/Disabled households. Interim changes will be conducted in accordance with the policies stated in the HACSM Administrative Plan.

*Impact of the activity*

HACSM continues to perform recertifications for all households that are designated as elderly and/or disabled triennially. However, HACSM will see the household and process interim adjustments in situations where the household income decreases or there is a change in the household composition. The triennial recertification has resulted in significant cost and staff time savings. In FY2024 some of the recertifications were conducted by mail and virtual meetings.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	In FY2014, the cost of completing this task was \$154,085	HACSM expects that the cost for completing this task to not exceed \$118,645	\$69,331.50	Yes

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation of the activity was 2949 hours	Expected amount of total staff time dedicated to the task after implementation of the activity 1800 hours	1,094 hours	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2010-7: Simplify Rent Calculation Process**

Approved by HUD: FYE2010  
Implemented by HACSM: 7/1/2009  
Amended: 7/1/2011

#### *Description of the activity*

In July 2009, HACSM implemented several MTW activities related to the rent calculation policies and procedures. It was HACSM's intent that implementing the new activities would create a simple, easy to understand process for the participants and a streamlined, more efficient practice for HACSM. This activity also improves accuracy of the rent calculations. In July 2011, HACSM modified the activities resulting in the following:

#### *Asset Calculations*

HACSM established a minimum threshold of \$50,000 in assets before any income from assets would be included or calculated when determining the household's annual adjusted income.

If the household has total assets of \$50,000 or more, HACSM will include the *actual* interest earned in determining the household's annual adjusted income. Since implementation, the streamlined method for calculating assets has significantly simplified the rent calculation process without creating further burden for program participants as most participants have assets less than \$1,200.

#### *Elimination of Earned Income Disallowance (EID)*

Effective July 1, 2013, HACSM eliminated the EID portion of this activity as all current program participants were realizing greater benefit from the alternate recertification schedule, coupled with the HACSM interim policy.

In FY2017, HACSM proposed to roll together Activity 2012-25 "Exclude Asset Income from the Calculation for Households with Assets under \$50,000" into this activity as they are so closely aligned.

*Impact of the activity*

In FY2024, 4,221 households reported at least one asset account. Of these households, only 85 or 2% have assets over \$50,000. The average asset value per household is \$4,358. With this low average and interest rate, majority of the program participants did not earn any interest from their account.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	Cost of task prior to implementation: In FY2014, the cost of calculating the annual adjusted income for 3,102 households seen was \$59,774	\$59,774	\$138,854	Yes <sup>1</sup>
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation. In FY2009, 1295 Hours	993 Hours	1,969 hours	Yes <sup>2</sup>
<b>CE #3: Decrease in Error Rate of Task Execution</b>				
Average error rate in completing a task as a percentage (decrease)	0%	0%	0 (zero) files reviewed had errors related to the calculation of assets	Yes
<b>CE #5: Increase in Agency Rental Revenue</b>				
Total Household contributions towards	Household contributions prior to implementation of the activity (in	0	0	Yes <sup>3</sup>

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
housing assistance (increase)	dollars). \$0			
<p>* Narrative of Challenges, if not Achieved and Potential New Strategy</p> <p><sup>1</sup> The outcome includes increase in personnel costs and additional vouchers awarded to HACSM since FY2014</p> <p><sup>2</sup> The outcome reflects increases in the number of vouchers administered by HACSM</p> <p><sup>3</sup> Due to the low dollar value of program participant’s assets and overall low interest rate offered by financial institutions, this activity does not have significant impact on rental revenue</p>				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2010-8: Simplify Third Party Verification Process**

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Amended:

#### *Description of the activity*

In FY2010, HACSM received HUD approval to simplify the third-party verification process associated with earned income, asset income, and medical and childcare expenses, to relieve administrative burdens, increase productivity, and ease the intrusive nature of the process for HCV applicants and participants.

- Effective July 1, 2009, HACSM increased the threshold at which assets require third-party verification from \$5,000 to \$50,000 for the HCV programs. In place of third-party verification, the family is required to provide a current statement from the financial institution(s) showing the balance of the asset account(s). All assets valued over \$50,000 continue to require third-party verification.
- Effective July 1, 2009 HACSM instituted a policy in which eligible families, who claim medical expenses, are required to sign a self-certification and provide supporting documents from credible and established sources, such as receipts from medical care providers or pharmacy statements as proof of the claimed expenses.
- Effective July 1, 2009 HACSM instituted a streamlined verification process to reduce the challenges in verifying claimed childcare expenses. Eligible families who claim childcare expenses are now required to sign a self-certification and provide supporting documents from credible and established sources, such as day care invoices, receipts or written statements from the childcare provider as proof of the claimed expense. Expenses incurred from an adult member of the household who provides childcare or the absent parent who does not reside in the subsidized unit, are not acceptable.
- Effective July 1, 2009, HACSM implemented a revised timeline for verification documentation to 120 days for HCV applicants and participants. This new timeline reduces duplication of work and accelerates an applicant's admission to the program and a participant's recertification for continuing program eligibility.

HACSM continues to use the Enterprise Income Verification (EIV) system for verification of participant identity, wage and assistance benefits.

*Impact of the activity*

This activity has continued to support the HACSM MTW program and has been successful in creating efficiencies that provide the avenues for staff resources to be allocated to self-sufficiency activities.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	Cost of task prior to implementation In FY09, the total cost to complete this task was \$29,285	\$15,000 annually	\$7,616	Yes
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation. On average, HACSM staff spent 738 hours annually to process third-party verifications	HACSM expects an average of no more than 369 hours per year for staff to process third-party verifications	108	Yes
<b>CE #3: Decrease in Error Rate of Task Execution</b>				
Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation: 10%	Expected average error rate of task after implementation: 10%	1%	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

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

Approved by HUD: FYE2010  
Implemented by HACSM: 3/1/2010  
Amended:

#### *Description of the activity*

The TST, a subsidy table representing the first of its kind in the nation, gives HACSM the ability to inform the participant of the maximum dollar amount that HACSM will contribute to their housing costs *at the time* of voucher issuance. This is a 180° change from the standard HCV rules that cannot determine the participant's subsidy portion until after a unit is secured and the contract rent and utility responsibilities are negotiated with the landlord/owner.

While other housing authorities have established rent tables that inform a participant of their rent portion based on eligible bedroom size, HACSM's TST gives participants the ability to search for available units with the knowledge of exactly how much HACSM will contribute to their housing costs throughout San Mateo County, make personal decisions as to how much of their income they are comfortable contributing towards their housing costs, and practice in negotiating with owners through the leasing process. The HACSM intention through this program change is to empower the participants to take personal responsibility for their lives, starting with their housing decisions.

#### *Impact of the activity*

In FY2024, the TST has continued to provide greater flexibility for families and a simpler rent calculation method for staff. Because of the on-going high rents in San Mateo County, HACSM has continued to closely monitor the subsidies provided by the TST and resulting tenant rent burden. In the spring of 2022, HACSM conducted a review of the rent burden for the participant households and the new Fair Market Rents published by HUD and subsequently increased the subsidy amounts of the TST, effective July 1, 2022, to reflect the current, extremely competitive rental market in San Mateo County.

In FY2024, with the on-going monitoring of the tenant rent portions and the Agency budget, HACSM also determined that transitioning the Project Based properties back to a traditional PBV rent calculation process would be more beneficial to the program participants.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	In FY2014, cost of task prior to implementation: \$81,000	Expected cost of task after implementation \$81,000	\$90,477	Yes <sup>1</sup>
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	In FY2014, this task required 1,550 staff hours	Expected staff time required to complete this task, 1,550 hours	1,283 hours	Yes
<b>CE #3: Decrease in Error Rate of Task Execution</b>				
Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation: 10%	Expected average error rate of task after implementation: 10%	4.75%	Yes
<b>CE #5: Increase in Agency Rental Revenue</b>				
Total Household contributions towards housing assistance (increase)	In FY2014, the total household contribution was \$1,638,019	Expected rental revenue after implementation \$1,638,019	\$1,825,669	Yes
<b>SS #1: Increase in Household Income</b>				
Average earned income of households affected by this policy in dollars (increase)	In FY13 the average earned income per household was \$25,566	\$256 per year (a 1% increase)	\$30,613	Yes
<b>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>				

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving TANF assistance (decrease)	Number of families receiving TANF at program entry	Expected average of households receiving TANF after implementation 400	181	Yes
<b>SS #8: Households Transitioned to Self-Sufficiency</b>				
Number of households transitioned to self-sufficiency (increase)	HACSM is unable to determine the number of households transitioned to self-sufficiency prior to implementation, however, in FY13, 11 households left the program due to “Zero HAP” status	HACSM expects 2 households will transition to self-sufficiency after implementation	58	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<sup>1</sup> The outcome reflects increases in the number of vouchers administered by HACSM and overall increase in personnel costs.				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2010-10: Simplify HQS Process For HACSM-owned or affiliated properties**

Approved by HUD: FYE2010

Implemented by HACSM: 7/1/2009

Amended:

*Description of the activity*

HACSM is allowed to inspect HACSM-owned properties to determine HQS compliance. HACSM is not required to submit inspection reports for HACSM-owned or affiliated properties to the HUD Field Office. HACSM maintains these records in its' electronic filing system and can provide them to HUD upon request.

*Impact of the activity*

This activity has continued to be effective in supporting the HACSM goal of increased administrative efficiency.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	In FY2009, HACSM had an annual direct cost of \$1,500 to hire outside consultants to inspect HACSM-owned properties	HACSM expects that this task will cost no more than \$6,000 annually, after implementation	\$10,860	Yes
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	In FY2010, the total staff time per inspection: 60 hours	Expected amount of total staff time to complete the task: 112 hours	154 hours	Yes <sup>1</sup>

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #3: Decrease in Error Rate of Task Execution</b>				
Average error rate in completing a task as a percentage (decrease)	In FY2014, the average error rate was 28%	Average error rate in completing the task: 10%	0%	Yes
<p>* Narrative of Challenges, if not Achieved and Potential New Strategy</p> <p><sup>1</sup> The number of hours reflects the increase in units that are HACSM-owned or affiliated</p>				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2011-15: Institute Biennial Inspection Schedule for Units Under Contract**

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Amended:

*Description of the activity*

All HCV units are inspected on a biennial schedule. HACSM continues to conduct any complaint inspections. The units must, at all times, meet Housing Quality Standards while under contract.

*Impact of the activity*

The biennial inspection schedule has continued to support the HACSM goal of greater administrative efficiency. It has also provided HACSM staff the time savings to redirect toward assisting participants to secure housing, facilitating the lease up process between the participants and landlords and finally, to conduct owner outreach, which is vital in San Mateo County at this time. In the recent years HACSM inspectors have made the commitment to process new Request for Tenancy Approval requests within a 24-hour period. This commitment, in addition to the landlord financial incentives, has made a positive impact on owners of rental property and their willingness to support the affordable housing programs.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	On average, the cost to complete HQS inspections prior to implementation: \$195,046	HACSM expects that it will cost no more than \$100,000 (annually) to complete HQS inspections.	\$191,462	Yes <sup>1</sup>

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	On average, it required 4,157 hours annually to complete the annual HQS inspections prior to implementation	HACSM expects that will require 2,161 hours to complete HQS inspections on an annual basis	2,715 hours	Yes
<b>CE #3: Decrease in Error Rate of Task Execution</b>				
Average error rate in completing a task as a percentage (decrease)	HACSM is establishing this baseline with the FY2013. The error rate was 44%	Average error rate: 25%	0%	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<sup>1</sup> The outcome reflects increases in the number of vouchers administered by HACSM and overall personnel costs				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2011-16: Expand the Section 8 Project-Based Voucher Program**

Approved by HUD: FYE2011

Implemented by HACSM: 5/23/2011

Amended:

#### *Description of the activity*

Effective July 1, 2010 HACSM received HUD approval to increase the percentage of its' voucher budget authority to 30% for the Project-Based program. And, in 2017 and again in 2018, due to the excessively challenging HACSM rental market, HACSM received HUD approval to further increase the percentage of its' voucher budget authority for the project based program to 40%. Expansion of the PBV program is one of the major resources for the development of additional affordable housing units and has significantly supported San Mateo County to meet the goals of its HOPE Plan, the County's 10-year plan to end homelessness.

In selecting future Project-Based projects, HACSM will give preference to properties that are newly constructed, located near public transportation corridors, and contain energy efficient features. This activity provides an avenue to increase housing choice for families by increasing the supply of decent, safe, and sanitary affordable housing. By diversifying the use of our finite number of vouchers, this initiative will provide a wider variety in type and location of housing for our participants, present and future.

In FY2014, HACSM adopted policies to support the initial activity proposal that requires participating families to stay at least 24 months in a PBV unit before they are eligible to move with continued assistance; and that any continued assistance would be a part of the MTW/FSS five year time-limited program. If there is a need for additional housing assistance at the end of the term of participation, the family may apply for an extension according to HACSM hardship policy.

#### *Impact of the activity*

As of June 30, 2024, HACSM has established project-based contracts and commitments for approximately 36.7% of its HCV portfolio.

As discussed in Activity 2010-9: Tiered Subsidy Tables (TST), in FY2020, as part of its' on-going program monitoring, HACSM conducted a

review of the participant rent portions and the on-going HCV budget and concluded that using the traditional PBV rent calculation is more beneficial to the program participants. This transition was effective at the time of the annual contact rent increase.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	Cost of task prior to implementation: \$0	Expected cost of task after implementation \$0	\$0	Yes
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation 0 hours	Expected amount of total staff time to complete the task after implementation 0 hours	0 hours	Yes
<b>HC #4: Displacement Prevention</b>				
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box.	There were zero (0) households losing assistance/moving prior to implementation of the activity	Zero (0) households are expected to lose assistance or be required to move after implementation	0 households	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2011-17: Revise Eligibility Standards**

Approved by HUD: FYE2011

Implemented by HACSM: 7/1/2010

Amended:

#### *Description of the activity*

HACSM implemented an asset value limit for all new applicants and participants. The HACSM policy includes the following criteria: 1) If an applicant has assets exceeding \$100,000, or a present ownership interest in a suitable home in which they have a legal right to reside, they are determined to be ineligible for the program, 2) If a participant experiences an increase in assets, such that their assets are currently valued at more than \$100,000, or has (since their last reexamination) gained ownership interest in real property in which the participant has a legal right to reside, the participant would be determined ineligible for continued assistance. This determination is made through the recertification process, annually or biennially, based on the household's regular recertification schedule.

In January 2014, HACSM opened its MTW Waitlist for the first time since July 2008.

#### *Impact of the activity*

This activity has continued to provide HACSM with an efficient tool to reach the neediest households in our community. In FY2024, HACSM maintained an average of 10,406 households on the HCV waiting list. HACSM selected applicants for eligibility determination during FY2024 to increase its utilization rate.

In FY2024, 3 households were denied due to owning property where they have the legal right to reside, and 4 households were denied eligibility due to exceeding the asset limits.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #3: Decrease in Wait List Time</b>				
Average applicant time on wait list in months (decrease)	Average applicant time on wait list prior to implementation was 36 months	Expected average applicant time on wait list after implementation will be 36 months	6-12 months Applicants who were selected may renew or reapply anytime	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2011-27: Provider Based Assistance Program**

Approved by HUD: FYE2012  
Implemented by HACSM: 11/15/2011  
Amended:

#### *Description of the activity*

HACSM implemented a provider-based assistance program, outside the scope of the voucher program. The Provider-Based Assistance program) PBA was designed with the intention to reach populations in San Mateo County who were under-served or not served by the voucher program or other special-funded programs. In FY2024, HACSM had six contracts with service providers supporting the following hard to reach populations, 1) Survivors of domestic violence, 2) Recently released, non-violent parolees, 3) Single parent households with minor children, 4) Families and individuals who are chronically homeless, 5) Transitional Age Youth exiting the foster care system and 6) San Mateo County mariners with non-compliant liveaboard status at risk of homelessness. The households or individuals also may have serious mental illness or multiple and/or serious barriers to housing stability. In some cases, the housing assistance follows the “Transitional Housing” model with housing provided for a short period of time, up to 18 months. In other cases, the housing assistance is provided for a maximum of 36 to 60 months.

#### *Impact of the activity*

In early FY2024, the PBA program has continued to successfully reach households that would otherwise be very challenging to reach.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #7: Households Assisted by Services that Increase Housing Choice</b>				
Number of households receiving services aimed to increase housing choice (increase)	In FY2011, zero (0) households received this type of service prior to implementation of the activity.	HACSM expects that 30 households will receive these services after implementation of the activity.	62 households	Yes
<b>SS#1: Increase in Household Income</b>				
Average earned income of households affected by this policy in dollars (increase)	Number of HOH employed was zero (0)	HACSM expects that 20 HOH will be employed after implementation	\$2,263	Yes
<b>SS #4: Households Removed from Temporary Assistance for Needy Families (TANF)</b>				
Number of households receiving TANF assistance (decrease)	Zero (0) households receiving TANF prior to implementation	HACSM expects that 20 households will be receiving TANF after implementation	7	Yes
<b>SS #8: Households Transitioned to Self-Sufficiency</b>				
Number of households transitioned to self-sufficiency (increase)	Zero (0) households transitioned to self-sufficiency prior to implementation	HACSM expects that 5 households transitioned to Self-Sufficiency	19	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2012-21: Change Qualifications for Full-Time Student Status**

Approved by HUD: FYE2012  
Implemented by HACSM: 7/1/2011  
Amended:

#### *Description of the activity*

In order for a family member, other than the head, co-head, or spouse to qualify for the full-time student (FTS) status, the family member must be less than 24 years old, attend an accredited institution full time, and provide a transcript from the institution to support the full-time student status. Once the FTS status is determined, the family member will be granted a dependent deduction and earned income exclusion.

#### *Impact of the activity*

HACSM has continued to find this activity a key support in encouraging High School graduates to continue with their college courses immediately thereafter. In FY2024, there were 202 households with Full Time Students between the ages of 18-24. On average, HACSM excluded \$9,254 of the students' annual earned income for these households.

In FY2024, there were 18 households with full time students over the age of 24, with an average annual earned income of approximately \$15,275 per household that was included in the gross income calculation.

HACSM did not receive any hardship requests as a result of this activity.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #5: Increase in Agency Rental Revenue</b>				
Total Household contributions towards housing assistance (increase)	FY11 the total household contribution prior to implementation was \$0	Expected rental revenue after implementation of the activity: \$453,738	\$1,638,363	Yes <sup>1</sup>
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<sup>1</sup> This activity is primarily implemented for the HCV program where HACSM does not receive any income from the portion paid by the subsidized household.				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2012-22: Include Foster Care, KinGap, and Adoption Assistance Payments in Annual Income Calculation**

Approved by HUD: FYE2012  
 Implemented by HACSM: 7/1/2011  
 Amended:

*Description of the activity*

HACSM includes foster care, KinGap, and adoption assistance payments in the determination of annual adjusted income. To help offset this inclusion of this income, HACSM provides a dependent allowance for foster children, disabled foster adults, and adopted children.

*Impact of the activity*

In FY2024, one (1) household reported foster care, KinGap, or adoption assistance payments. HACSM did not receive any hardship requests as a result of this activity.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #5: Increase in Agency Rental Revenue</b>				
Total Household contributions towards housing assistance (increase)	The total household contributions prior to implementation of the activity was \$0	Expected rental revenue after implementation: \$96,000	\$0	Yes <sup>1</sup>
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<sup>1</sup> This activity is primarily implemented for the HCV program where HACSM does not receive any income from the portion paid by the subsidized household.				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2012-23: Modify Head of Household (HOH) Changes Policy**

Approved by HUD: FYE2012  
Implemented by HACSM: 7/1/2011  
Amended:

*Description of the activity*

In order to encourage families towards self-sufficiency and reach more eligible households on the HCV waitlist, HACSM implemented the following policies regarding the activities for head of household change requests. The HACSM policies include the following:

1. The individual becoming the new HOH must be in the household for at least the previous 12 consecutive months, and
2. At the time of the HOH change, the household would join the time-limited MTW Self-Sufficiency program (Activity #2000-1). However, if household is already enrolled in the time-limited MTW Self-Sufficiency program, the remaining household members would only be eligible for the remaining term, not an additional 5-year term.

*Impact of the activity*

In FY2024, 50 households in the MTW program requested a change in the HOH.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #3: Decrease in Wait List Time</b>				
Average applicant time on wait list in months (decrease)	Average applicant time on wait list prior to implementation was 36 months	Expected average applicant time on wait list after implementation will be 36 months	6-12 months	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2012-24: Change Automatic Termination of HAP Contact from 180 to 90 Days**

Approved by HUD: FYE2012

Implemented by HACSM: 7/1/2011

Amended:

*Description of the activity*

HACSM reduced the number of days that a participant can remain on the program, while paying 100% of their rent, from 180 to 90 consecutive days.

*Impact of the activity*

During FY2024, 11 households exited the program due to “zero HAP” status. HACSM continued to see an on-going trend that while some households were able to exit the program as a result of reaching an income level such that HACSM no longer paid any rental subsidy, others had experienced decrease in income during the 90-day period and remained in the program.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #3: Decrease in Wait List Time</b>				
Average applicant time on wait list in months (decrease)	Average applicant time on wait list prior to implementation was 36 months	Expected average applicant time on wait list after implementation will be 36 months	6-12 months	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

## **Activity #2012-26: Commitment of MTW Funds for Leveraging in the Creation of Additional Affordable Housing in San Mateo County**

Approved by HUD: FYE2012  
Implemented by HACSM: 10/26/2011  
Amended:

### *Description of the activity*

HACSM originally committed up to \$4,000,000 of MTW funds for the development of additional affordable (low income, very low income and extremely low income) housing in San Mateo County. Since implementation of this activity, HACSM was able to leverage additional MTW funds to further increase the number affordable units being developed. Development activities included site acquisition, substantial rehabilitation of existing stock, and development of new units.

### *Impact of the activity*

This activity has been essential to the development of new construction affordable housing units in San Mateo County. Since the implementation of this activity, close to \$28,120,000 of the MTW funds have been awarded to 14 developments, which will provide 1,022 units of new, high-quality affordable housing for low, very low, and extremely low-income households. 703 of these units are already completed and leased, with another 319 either in construction or pre-development stage. The \$28,120,000 in MTW funding have leveraged approximately \$239 million in other sources of financing for these units. Additionally, the MTW funds were awarded to developers in the form of low-interest loans. As of June 30, 2023, \$2,737,604 has been paid back by the developers.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #1: Additional Units of Housing Made Available</b>				
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box	Est. FY2011, Zero (0) housing units of this type prior to implementation of this activity.	HACSM expects the creation of at least 20 affordable units per \$1,000,000 invested	1,022 units	Yes
<b>HC #2: Units of Housing Preserved</b>				
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation (0)	Expected housing units preserved after implementation 60	140	Yes
<b>CE #4: Increase in Resources Leveraged</b>				
Amount of funds leveraged in dollars (increase)	\$0 leveraged prior to implementation	HACSM expects to leverage \$3 million dollars for every \$1 million dollars of MTW funds invested	\$239,500,000	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### Activity #2014-29: Revise Child Care Expense Deduction

Approved by HUD: FYE2012  
Implemented by HACSM: 11/15/2011  
Amended:

#### Description of the activity

In conjunction with HUD regulations, HACSM defines childcare expenses as amounts anticipated to be paid by the family for the care of children 12 years of age and under during the period for which annual income is computed, but only when such care is necessary to enable a family member to work, seek work, or go to school (furthering education) and only to the extent such amounts are not reimbursed.

HACSM defines allowable childcare deductions as follows:

1. The care must be provided for one or more qualifying persons. A qualifying person is a person who is a dependent child, age 12 and under, of a family member who is the parent or legal guardian of the child.
2. The care must be provided to enable the parent or guardian to work, seek work, or attend school full time.
3. The payments for care cannot be paid to the non-custodian parent(s) of the qualifying child.
4. The maximum allowable childcare deduction is the lesser of the actual expense or 50% of the gross earnings or net profit from self-employment of the parent or guardian.

If both parents are in the subsidized household, the 50% gross earnings cap will be based on the lower of the two earnings from the parents. One parent may be considered as having earnings if the parent is a full-time student or a person with disabilities that inhibits the parent to care for the child. In this case, the earnings will be based on the working parent. The amount deducted shall reflect reasonable charges for childcare.

A single parent who pays childcare to look for work or attend school full time will qualify for childcare expense deduction only if the expense is necessary and reasonable. The maximum allowable childcare deduction for a parent or guardian who has no earnings but seeks work or attends school full time will be the lesser of the actual expense paid or \$5000 per year per qualifying child, provided the deduction does not

exceed the parent’s non-earned income.

*Impact of the activity*

HACSM has continued to find that this activity helps to clarify the process for childcare expenses resulting in some staff time savings and at the same time provided clarity and greater equity for all program participants. During FY2024, this activity resulted in approximately \$56,747 annual childcare expenses that were disregarded due to exceeding the policy limits. There were 166 households that claimed childcare expenses for deduction. The average amount per household that was deducted from the household’s annual adjusted income was \$7,235.

There were no hardship requests received as a result of this activity in FY2024.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #5: Increase in Rental Revenue</b>				
Total Household contributions towards housing assistance (increase)	The total household contributions towards housing assistance in FY2013 was \$1,653,740	HACSM expected the total household contributions after implementation of the activity to remain constant at approximately \$1,650,000	\$643,368	Yes <sup>1</sup>
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<sup>1</sup> There has been a decrease in the number of households that claimed childcare expense during the reporting period.				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

**Activity #2015-30: Standard Proration for Ineligible Household Members**

Approved by HUD: FYE2015

Implemented by HACSM: 9/2/2014

Amended:

*Description of the activity*

In FY2015, HACSM implemented a standard pro-ration of \$150 per ineligible household member that is subtracted from the total monthly HACSM HAP subsidy for the household. Implementing this activity allowed HACSM to meet the HUD regulation which required that the PHA prorate the HAP portion of the household’s subsidy for the eligible household members, while at the same time assisting participants and applicants understand the calculation method for their rent portion and easing the barriers that mixed families were facing in finding and rental an affordable housing unit.

*Impact of the activity*

Upon implementation of this activity, HACSM staff saw that there were fewer challenges in managing the program for families that included members who were ineligible due to their citizenship status. In FY2024, there were 133 mixed families in the program. As a result of this MTW Activity, mixed families experienced some relief in the housing search and lease up process. Since implementation, HACSM has not received any hardship requests from participants in relation to this MTW activity.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	In FY2014, the total cost to complete this task was \$8,674	HACSM expects that the cost to complete this task: \$12,000	\$7,687	Yes

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
		(Benchmark updated from \$4,400 to \$12,000, effective FY2016)		
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	In FY14, the total time to complete this task prior to implementation: 166 hours	Benchmark updated from 83 hours to 160 hours, effective FY16)	109	Yes
<b>CE #3: Decrease in Error Rate of Task Execution</b>				
Average error rate in completing a task as a percentage (decrease)	Average error rate in completing the task 0%	HACSM is establishing this benchmark with the submission of this report at: 5%	0%	Yes
<b>CE #5: Increase in Rental Revenue</b>				
Total Household contributions towards housing assistance (increase)	Total Household contributions in FY2013, prior to implementation of the activity, was \$1,653,740	HACSM expected the rental revenue after implementation of the activity to remain constant at approximately \$1,650,000	\$3,251,076	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2015-31: Local Referral Process for Supportive Service Exception Units, in Project Based Voucher (PBV) Complexes**

Approved by HUD: FYE2015

Implemented by HACSM: 9/2/2014

Amended:

#### *Description of the activity*

Current PBV regulations require the PHA provide applicants to an owner of PBV units from the PHA wait list. In general, this system is efficient and with on-going oversight and communication with PBV owners, HACSM has been able to provide a sufficient number of applicants for an owner to fill vacancies in a timely manner. The one area where this has been problematic has been in supportive service exception units. Balancing the overall number of households on the waitlist while at the same time maintaining a sufficient number of households that can most benefit from the services provided for the exception units have proven to be quite challenging and time consuming. In some instances, it requires the opening and closing of the waitlist to expand the pool of applicants. This process is extremely inefficient as opening and closing a waiting list for a preference causes confusion to the public and delays in serving the population who can most benefit from the services.

To address this situation, HACSM has implemented a local referral process for supportive service exception units. The process is such that upon notice from an owner that an exception unit has been vacated, HACSM provides a list of applicants to the owner from its waitlist. If HACSM is unable to provide a list of applicants to the project owner within 15 business days, or upon owner screening, it is determined that none of the applicants provided by the PHA wait list meet the owner's selection criteria or the applicants subsequently do not meet HACSM eligibility requirements, HACSM will accept direct referrals from the owner or the service providers that provide services for the exception units for eligibility determination. As always, the owner is required to notify HACSM, in writing, of any rejected applicant including the grounds for the rejection.

#### *Impact of the activity*

Upon HUD approval, HACSM implemented this activity in FY15. In FY2024, HACSM has used this MTW flexibility for PBV units with specific preferences, such as homeless and supportive service units where the program participants with special needs may benefit from the

services provided by the owner.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #3: Average Applicant Time on Waitlist in Months</b>				
Average applicant time on wait list in months	Average applicant time on wait list FY2015 was 48 months	1 month	1 month	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2015-32: Revised EIV Income Report Review Schedule**

Approved by HUD: FYE2015  
Implemented by HACSM: 10/1/2014  
Amended:

#### *Description of the activity*

Effective January 31, 2010, HUD implemented new regulations mandating the use of EIV as a third-party source to verify tenant employment and income information during mandatory certifications. Prior to the issuance of the HUD notice advising agencies of the revision, utilizing the EIV income report for interim certifications was not required by HUD, only during annual reexaminations. The reinterpreted regulations concerning the use of EIV changed the requirement such that review of the EIV income report is now a required component of all certification processes, including interim reexaminations.

The requirement to now use the EIV income report for both annual and interim reexaminations translates to additional staff time expended when processing interim reexaminations, which also renders an increase in costs, linked to the staff time for accessing and reviewing the EIV income report. To reduce cost and administrative burden, HACSM has modified the EIV review schedule by not generating the EIV income reports during interim reexaminations and only generating the EIV income report during annual or triennial reexaminations.

In concert with this, HACSM's current interim policy allows for certain actions to be processed without having to meet with the family in person. For example, if a family reports a decrease in income, not associated with a family composition change, HACSM requires the family to submit the necessary documents to reflect the change. Based on the family's documentation, HACSM recalculates the tenant and HAP portions accordingly. Not having to access and review the EIV income report at interim recertifications has led to a more efficient process for HACSM staff.

#### *Impact of the activity*

Upon implementation HACSM has found that this activity has reduced administrative costs by streamlining the EIV process for staff, without impacting staff's ability to monitor a family's pattern of potentially undisclosed income during the reexamination processes. HACSM has also

continued to work with and educate staff regarding thoroughly communicating with participants during the regular recertification process to ensure their on-going compliance, up to and including potential termination procedures.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	In FY2014, prior to implementation, the cost to complete this task was \$12,749	HACSM expects that the cost to complete this task will be: \$2,560	\$2,398	Yes
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	In FY2014, it required 244 hours to complete this task	49 Hours	34 Hours	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2015-33: Local PBV Inspection Process**

Approved by HUD: FYE2015

Implemented by HACSM: 9/2/2014

Amended:

#### *Description of the activity*

Current HUD regulation allows PHAs to inspect a random 20% sample of PBV contract units in a building annually. If 20% of the inspected units fail HQS, PHAs then are required to inspect 100% of the units. Building on the success of the other HQS-related MTW activities, its close working relationship with PBV unit owners, and the quality of its PBV units, HACSM implemented a Local PBV Inspection Process to ensure PBV-owner's compliance with HQS for all units under contract.

The Local PBV Inspection Process considers the HACSM biennial inspection schedule for its PBV units. With this activity, HACSM has the additional flexibility to instead choose to inspect 20% of its PBV units in a building annually. As always, if the inspected unit(s) fails HQS and the deficiencies are not corrected within 30 days upon notification to the project owner or the HACSM-approved extension period, HACSM will abate HAP for the unit. If the deficiencies are not corrected within 90 days after the abatement notice, HACSM will remove the unit from the PBV contract and no retroactive HAP will be made during the abatement period.

#### *Impact of the activity*

While HACSM implemented this activity immediately upon HUD approval, HACSM has not actively used its authority to only inspect 20% of PBV units in a project in FY2024. HACSM has continued to conduct biennial inspections with the Agency's staff or independent contractors.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved? <sup>1</sup>
<b>CE #1: Agency Cost Savings</b>				
Total cost of task in dollars (decrease)	In FY2014, it required \$15,570 to complete this task	HACSM expects that the cost to complete this task after implementation to be no more than \$6,218	N/A <sup>1</sup>	N/A <sup>1</sup>
<b>CE #2: Staff Time Savings</b>				
Total time to complete the task in staff hours (decrease)	In FY2014, it required 298 hours to complete this task	HACSM expects that after implementation it will require 119 hours to complete this task	N/A <sup>1</sup>	N/A <sup>1</sup>
* Narrative of Challenges, if not Achieved and Potential New Strategy				
<sup>1</sup> HACSM has not actively used its authority to only inspect 20% of PBV units in a project in FY2020. All PBV units were inspected according to the voucher program biennial inspection schedule (activity #2011-15). Instead, HACSM has continued to conduct biennial inspections.				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### **Activity #2015-35: Leasing Success Program**

Approved by HUD: FYE2015  
Implemented by HACSM: 10/1/2014  
Amended:

#### *Description of the activity*

In FY2015, HACSM implemented the use of its' Broader Use of Funds Authority to implement additional programs and activities to increase participation in the MTW program and the utilization of this highly valued housing assistance.

The Leasing Success Program consists of the following: 1) Contracting with organizations that have expertise in the rental market, that will assist program applicants and participants with "housing locator services," 2) Contracting with organizations that have substantial experience in shared housing to encourage HCV participation, 3) Creating a landlord incentive program, and 4) Creating a security deposit loan program. To date, HACSM has utilized its' MTW Authority in all of these areas, except the security deposit loan program, as there are other Agencies within the SMC system who are able to provide this assistance.

#### *Impact of the activity*

In FY2023, HACSM entered into a new contract agreement with Abode Services to serve new applicants and relocating participants to find and secure rental housing in San Mateo County. This agreement was continued in FY2024. With Abode's facilitation of positive relationships with owners of rental properties, they have been able to assist more than 42 families through the course of the year. In FY2024, HACSM has spent approximately \$136,837 for security deposit reimbursement, Abode's housing search and counseling services in support of voucher participants. The amount increased significantly because it was taking longer for new applicants and relocating participants to find suitable units due to lack of affordable and suitable housing units. In addition to Abode's work, MTW funds have also been expended as a result of the landlord incentive program. Through an extended stakeholder process with the San Mateo County community, owners, apartment association groups, and political leaders, HACSM developed the following three incentives: 1) Landlord Continuity Bonus, 2) New Landlord \$1,000 Bonus, and 3) Landlord "No Loss" Bonus. In FY2024, 46 new landlords have joined the program, 249 landlords have received the "No Loss Bonus", and 3 Landlords have received a continuity bonus.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #1: Additional Units of Housing Made Available</b>				
Number of new housing units made available for households at or below 80% AMI because of the activity (increase). If units reach a specific type of household, give that type in this box	In FY2014, Zero (0) new housing units	HACSM expects 10 new housing units each fiscal year	46	Yes
<b>HC #3: Decrease in Waitlist Time</b>				
Average applicant time on wait list in months (decrease)	On average, applicants are on the HACSM wait list for 36 months	HACSM expects that applicants will be on the wait list for no more than 24 months	2-3 months	Yes
<b>HC #5: Increase in Resident Mobility</b>				
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase)	Zero (0) households	10 households	160 households	Yes
<b>HC #7: Households Assisted by Services that Increase Housing Choice</b>				
Number of households receiving services aimed to increase housing choice (increase)	Zero (0) households	Established in FY2016, HACSM expects that an additional 30 households will be served	20 households	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

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

Approved by HUD: FYE2018  
Implemented by HACSM: 10/1/2018  
Amended:

#### *Description of the activity*

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

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

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

Upon move in, the youth are invited to join the Self-Sufficiency Program, sign a Contract of Participation, establish goals and are eligible to receive the financial escrow bonus upon successful graduation from the program. During the five-year term of their participation, these youths also receive intensive case management and supportive services from the Mental Health Association on topics ranging from housing location, vocational training, education, employment, health services, and increased independence. MHA also provides support and appropriate interventions on an as-needed basis, as they have through their collaboration with HACSM via the Housing Readiness Program (MTW Activity 2009-2). A successful graduation would mean that the youth no longer require government assistance (an FSS program

goal), has reached a zero HAP status, or their voucher has timed out and they are not returning to homelessness.

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

*Impact of the activity*

In FY2024, a total of 18 households received rental subsidy under the SAYAT Program. Of that total, 5 households have an active Contract of Participation and received self-sufficiency services.

*Standard HUD Metrics*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<b>HC #1: Additional Units of Housing Made Available</b>				
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box	In FY2014, Zero (0) new housing units	HACSM expects 5 new housing units each fiscal year	18	Yes
<b>HC #3: Decrease in Waitlist Time</b>				
Average applicant time on wait list in months (decrease)	On average, applicants are on the HACSM wait list for 36 months	HACSM expects that applicants will be on the wait list for no more than 24 months	6 - 12 months	Yes
<b>HC #5: Increase in Resident Mobility</b>				

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase)	Zero (0) households	2 households	18 households	Yes
<b>HC #7: Households Assisted by Services that Increase Housing Choice</b>				
Number of households receiving services aimed to increase housing choice (increase)	Zero (0) households	HACSM expects 3 households will receive services aimed to increase housing choice	18 households	Yes
* Narrative of Challenges, if not Achieved and Potential New Strategy				

*Changes to the metrics, baselines or benchmarks*

HACSM did not make any changes to the baselines or benchmarks during this fiscal year.

*Changes to the data collection methodology*

HACSM did not make any changes to the data collection methodology or data collected for this activity.

### B. Not Yet Implemented Activities

HACSM does not have any MTW Activities that were approved by HUD, but not yet implemented.

### C. Activities on Hold

HACSM does not have any HUD-approved MTW activities that were never implemented.

### D. Closed Out Activities

MTW Activity Number	MTW Activity Title	FY Activity Closed
2000 – 4	Escrow Accounts	2014
2009 – 5	Expand Usage of PBV at HACSM Developments Undergoing Disposition	2018
2010 – 11	Eliminate Competitive Process for Allocation of PBV to Former Public Housing	2018
2010 – 12	Waive 12 Month Stay Requirement for Residents in Formerly Public Housing Units Converted to PBV	2018
2010 – 13	Accept Lower HAP by Modifying PBV Rules for In-place Residents at former Public Housing Developments	2018
2010 – 14	Establish Flat or Market Rate Policy for Over-income Public Housing Residents at Conversion of Public Housing Units to Project-Based Units	2018
2011 – 18	Eliminate 100% Excluded Income from the Income Calculation Process	2015
2011 – 19	Eliminate the Requirement to Complete New HAP Contract with Utility Responsibility Changes	2017



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

HACSM does not own or operate any additional properties.

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

Approved by HUD:	FYE 2010	Implemented by HACSM:	1/27/2011
		Closed by HACSM:	6/30/2018

*Rationale for Closing out the Activity*

Since FY2014, when HACSM received HUD approval to expand the scope of this activity to include other housing units owned by HACSM or HACSM affiliates such as the redeveloped Half Moon Village, HACSM has now in FY18 completed the conversion of all formerly public housing properties to PBV. At this time, HACSM does not own or operate any additional properties and thus closed out this activity.

**Activity #2010-12: Waive 12 Month Stay Requirement for Residents in Formerly Public Housing Units Converted to PBV**

Approved by HUD:	FYE 2010	Implemented by HACSM:	5/1/2011
		Closed by HACSM:	6/30/2018

*Rationale for Closing out the Activity*

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

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

HACSM does not own or operate any additional properties.



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

Approved by HUD: 7/1/2011                      Implemented by HACSM: 7/1/2011  
Closed by HACSM: 7/1/2015

*Rationale for Closing out the Activity*

Effective July 1, 2010, HACSM no longer verifies, counts, or reports income that HUD specifies as 100% excluded from the income calculation process. Examples of 100% excluded income are food stamps, income from minors, and foster care payments. Because this income is excluded from the income calculation process, it does not affect the amount of a family’s rental assistance.

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

**Activity #2011-19: Eliminate the Requirement to Complete New HAP Contract with Utility Responsibility Changes**

Approved by HUD: 7/1/2011                      Implemented by HACSM: 7/1/2011  
Closed by HACSM: 7/1/2017

*Rationale for Closing out the Activity*

Since this activity only applied to participants who had a HAP contract in place prior to July 1, 2010 and who did not relocate, this activity has seen minimal to no activity since 2015. Additionally, with the implementation of the TST, participants are responsible for their utilities and are encouraged to seek and secure units that are energy efficient and/or instances where the landlord pays for the utilities. With the TST activity, there are no utility allowances included in the tenants rent portion. Therefore, HACSM has ceased tracking the utility responsibilities and closed out this activity through the FY2018 MTW Plan.

**Activity #2011-20: Apply Current Payment Standards at Interim Re-examination**

Approved by HUD: 7/1/2010                      Implemented by HACSM: 7/1/2010  
Closed by HACSM: 7/1/2013

*Rationale for Closing out the Activity*

HACSM has closed out this activity, as over 98% of program participants are now on the Tiered Subsidy Table (Activity #2010-9) rendering the activity essentially obsolete.

**Activity #2012-25: Exclude Asset Income from Calculations for Households with assets under \$50,000**

Approved by HUD: FYE 2012                      Implemented by HACSM: 7/1/2011  
Closed by HACSM: 7/1/2016

*Rationale for Closing out the Activity*

In FY2017, HACSM combined this activity with Activity #2010-7: Simplify Rent Calculation Process. HACSM made this determination and decision based on the fact that these two activities were closely aligned and with the implementation of the Standard Metrics, the required tracking results were duplicative.

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

Approved by HUD: FYE 2013                      Implemented by HACSM: 7/1/2012  
Closed by HACSM: 6/30/2018

*Rationale for Closing out the Activity*

As of November 2018, HACSM converted all 30 units at El Camino Village, formerly a public housing property, to RAD PBV. With this

conversion, HACSM no longer has any Public Housing in its portfolio, thus is closed out this activity as of June 30, 2018. HACSM will continue to apply MTW activities that are not in conflict with RAD regulations.

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

Approved by HUD:	FYE 2015	Implemented by HACSM:	9/2/2014
		Closed by HACSM:	6/30/2017

*Rationale for Closing out the Activity*

At the conclusion of FY2017, the MTW Office informed HACSM that this activity could not continue to be approved due to lack of MTW Authority.

## SECTION V: MTW Sources and Uses of Funds

### A. ACTUAL SOURCES AND USES OF MTW FUNDS

i. **Actual Sources of MTW Funds in the Plan Year**

HACSM submitted unaudited and will be submitting the audited information in the prescribed Financial Data Schedule (FDS) format through the Financial Assessment System – PHA (FASPHA)

ii. **Actual Uses of MTW Funds in the Plan Year**

HACSM submitted unaudited and will be submitting the audited information in the prescribed FDS format through the FASPHA.

iii. **Describe Actual Use of MTW Single Fund Flexibility**

HACSM has provided a thorough narrative of each activity that used only the Single Fund Flexibility in the body of the Report, including the metrics used to track the outcomes of these programs or activities.

## **B. LOCAL ASSET MANGEMENT PLAN**

- i. Did the MTW PHA allocate costs within statute in the Plan Year? Yes
- ii. Did the MTW PHA implement a local asset management plan (LAMP) in the Plan Year? No
- iii. Did the MTW PHA provide a LAMP in the appendix? No
- iv. If the MTW PHA has provided a LAMP in the appendix, please provide a brief update on implementation of the LAMP. Please provide any actual changes (which must be detailed in an approved Annual MTW Plan/Plan amendment) or state that the MTW PHA did not make any changes in the Plan Year. Not applicable

## SECTION VI: Administrative

### **A. Reviews, Audits and Inspections**

There have not been any HUD reviews, audits, or physical inspection issues requiring action by HACSM.

FY2024 independent auditor's report is attached as Appendix B.

### **B. Evaluation Results**

HACSM has not initiated any PHA-directed evaluations of the MTW demonstration program.

### **C. MTW Statutory Requirement Certification**

Statutory requirement certification is attached as Appendix A.

### **D. MTW Energy Performance Contract (EPC) Flexibility Data**

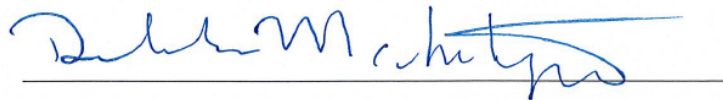
Not applicable

## Appendix A – MTW Statutory Requirement Certification

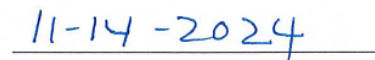
The Housing Authority of the County of San Mateo certifies that it has met the three statutory requirements of:

1. Ensuring that at least 75 percent of the families assisted by the Agency are very low-income families;
2. Continuing to assist substantially the same total number of eligible low income families as would have been served had HACSM not participated in the MTW demonstration, and
3. Maintaining a comparable mix of households (by family size) served as would have been served had HACSM not participated in the MTW demonstration.

Housing Authority of the County of San Mateo (CA014)



Debbie McIntyre  
Executive Director



Date

## Appendix B – FY2022 Independent Auditor Report

**(Attached)**

HOUSING AUTHORITY OF  
THE COUNTY OF SAN MATEO  
AUDITED FINANCIAL STATEMENTS  
AND UNIFORM GUIDANCE

JUNE 30, 2024



**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
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**JUNE 30, 2024**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners,  
Housing Authority of the County of San Mateo  
Belmont, California

### Report on the Audit of the Financial Statements

#### ***Opinions***

We have audited the accompanying financial statements of the business-type activities of Housing Authority of the County of San Mateo (the "Authority") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority, as of June 30, 2024, and the respective changes in financial position, and, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority's and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and OPEB Schedules on pages 4-10 and 40-42 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, are required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Combining Statement of Net Position, Combining Statement of Revenues, Expenses, and Changes in Net Position and Combining Statement of Cash Flows are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Combining Statement of Net Position, Combining Statement of Revenues, Expenses, and Changes in Net Position, Combining Statement of Cash Flows and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting data and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining Statement of Net Position, Combining Statement of Revenues, Expenses, and Changes in Net Position, Combining Statement of Cash Flows and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 05, 2024 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*Harshmal & Company LLP*

Oakland, California  
November 05, 2024

# HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) FOR THE YEAR ENDED JUNE 30, 2024

Housing Authority of the County of San Mateo (the "Authority") Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Authority's financial activity, (c) identify changes in the Authority's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

Since the MD&A is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Authority's financial statements (beginning on page 11).

## FINANCIAL HIGHLIGHTS

- The Authority's net position increased by \$5.7 million (or 8.1%) during 2024. Since the Authority engages only in business-type activities, the increase is all in the category of business type net position primarily in the MTW program, HCV program, and Local fund. Net Position was \$76.0 million and \$70.3 million for 2024 and 2023, respectively.
- The business-type activities revenue increased by \$15.0 million (or 11.0%) during 2024 and was \$151.8 million and \$136.7 million for 2024 and 2023, respectively.
- The total expenses of all the Authority's programs increased by \$12.8 million (or 9.6%). Total expenses were \$146.0 million and \$133.2 million for 2024 and 2023, respectively.

## Authority-Wide Financial Statements

The Authority-wide financial statements are designed to be corporate-like in that all business type activities are consolidated into columns which add to a total for the entire Authority.

These Statements include a Statement of Net Position, which is similar to a Balance Sheet. The Statement of Net Position reports all financial and capital resources for the Authority. The statement is presented in the format where assets, minus liabilities, equals "Net Position", formerly known as equity. Assets and liabilities are presented in order of liquidity, and are classified as "Current" (convertible into cash within one year), and "Non-Current".

The focus of the Statement of Net Position (the "Unrestricted Net Position") is designed to represent the net available liquid (non-capital) assets, net of liabilities, for the entire Authority. Net Position (formerly net assets) are reported in three broad categories:

**Net Investment in Capital Assets:** This component of Net Position consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**Restricted Net Position:** This component of Net Position consists of restricted assets, when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

**Unrestricted Net Position:** Consists of Net Position that do not meet the definition of "Net Investment in Capital Assets" or "Restricted Net Position."

The Authority-wide financial statements also include a Statement of Revenues, Expenses, and Changes in Net Position (similar to an Income Statement). This Statement includes Operating Revenues, such as rental income, and grant revenue, Operating Expenses, such as administrative, utilities, and maintenance, and depreciation, and Non-Operating Revenue and Expenses, such as investment income and interest expense.

# HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) FOR THE YEAR ENDED JUNE 30, 2024

## Authority-Wide Financial Statements - Cont'd

The focus of the Statement of Revenues, Expenses and Changes in Net Position is the "Change in Net Position", which is similar to Net Income or Loss.

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, non-capital financing activities, and from capital and related financing activities.

## Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The focus is now on Major Funds, rather than fund types. The Authority consists exclusively of Enterprise Funds. Enterprise funds utilize the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized by the private sector accounting.

Many of the funds maintained by the Authority are required by the Department of Housing and Urban Development (HUD). Others are segregated to enhance accountability and control.

## The Authority's Funds

### **Business Type Funds**

Housing Choice Voucher Program - Under the Housing Choice Voucher Program, the Authority administers contracts with independent landlords that own the properties. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions Funding to enable the Authority to structure a lease that sets the participants' rent at approximately 30% of household income.

Under the umbrella of the Voucher Program the Authority operates the following programs:

- Moving to Work
- Housing Choice Voucher Program
- Family Unification Program (FUP)
- Foster Youth to Independence (FYI)
- Veterans Affairs Supportive Housing (VASH)
- Rental Assistance Demonstration (RAD)
- Mainstream Program
- Emergency Housing Vouchers Program
- Housing Readiness Program
- Project-Based Program (including Midway Village which is owned by the Authority and El Camino Village which is owned by the Authority's subsidiary)
- Family Self Sufficiency
- Stability Vouchers

Midway Village - A project-based voucher family town-house development operated by the Authority in Daly City.

El Camino Village - A project-based voucher family town-house development operated by the Authority in Colma.

Business Activities - represents non-HUD resources developed from a variety of activities.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED JUNE 30, 2024**

**Business Type Funds - Cont'd**

Homeless Programs - The Authority also operates a number of rental subsidy programs in collaboration with the Mental Health Association and other community partners. Funding is provided by the U.S. Department of Housing and Urban Development through its Continuum of Care Programs. These programs target homeless individuals and families who also have disabilities.

**AUTHORITY-WIDE STATEMENT**

The following table reflects the condensed Statement of Net Position compared to prior year. The Authority is engaged only in Business-Type Activities.

**TABLE 1**  
**STATEMENT OF NET POSITION**

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Current and other assets	\$ 40,281,186	\$ 29,400,627
Non-current assets	52,965,606	57,443,621
Capital assets	8,011,634	8,707,217
Deferred outflows of resources	<u>336,854</u>	<u>349,864</u>
Total assets and deferred outflows of resources	<u>101,595,280</u>	<u>95,901,329</u>
Current liabilities	2,518,384	2,628,387
Noncurrent liabilities	2,164,936	1,888,935
Deferred inflows of resources	<u>20,880,244</u>	<u>21,079,960</u>
Total liabilities and deferred inflows of resources	<u>25,563,564</u>	<u>25,597,282</u>
Net position:		
Net investment in capital assets	7,982,088	8,242,586
Restricted	1,846,208	1,454,712
Unrestricted	<u>66,203,420</u>	<u>60,606,749</u>
Total net position	<u>\$ 76,031,716</u>	<u>\$ 70,304,047</u>

For more detailed information, see page 11 for the Statement of Net Position.

**Major Factors Affecting the Statement of Net Position (Table 1)**

Current and other assets increased by \$10.9 million primarily due to increase in cash resulting from increased funding and the receipt of \$4.4 Million in HAP funds for an anticipated Development Loan.

Noncurrent assets decreased by \$10.9 million, primarily due to a \$4.9 million decrease in MP housing bayshore garage note receivable. This decrease was partially offset by a \$0.2 million increase in ground lease receivable, and an increase in interest receivable on various notes.

The increase in noncurrent liabilities of \$0.3 million, primarily due to a \$0.3 million increase in deferred housing development loan interest.

Deferred inflows of resources decreased by \$0.2 million is primarily due to a decrease of \$0.2 million, in deferred inflows related to leases, which was offset by an increase in deferred inflows related to OPEB valuation.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED JUNE 30, 2024**

**Major Factors Affecting the Statement of Net Position (Table 1) - Cont'd**

Restricted net position increased by \$0.4 million due to increase in program HAP funds. Unrestricted net position increased by \$5.6 million, primarily driven by increases of \$2.0 million in the MTW program, \$3.2 million in the Local Programs, \$0.1 million in the HCV program, and \$0.1 million in the MV program.

Table 2 presents details on the change in Unrestricted Net Position.

**TABLE 2**  
**CHANGE OF UNRESTRICTED NET POSITION**

Unrestricted net position 7/1/2023	\$	60,606,749
Change in unrestricted net position		5,596,671
Unrestricted net position 6/30/2024	\$	66,203,420

(1) Depreciation is treated as an expense and reduces the results of operations but does not have an impact on unrestricted net position.

While the results of operations are a significant measure of the Authority's activities, the analysis of the changes in unrestricted net position provides a clearer change in financial well-being.

**TABLE 3**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

The following schedule compares the revenues and expenses for the current and previous fiscal year. The Authority is engaged only in Business-Type Activities.

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Revenues		
Rental revenue - tenants	\$ 3,701,150	\$ 4,135,135
HUD PHA grants	144,464,960	127,985,246
Interest income, net	1,598,992	1,106,024
Other operating revenue	1,488,482	3,502,012
Investment return/(loss)	500,099	(16,405)
Total revenues	151,753,683	136,712,012
Expenses		
Administrative	7,588,116	7,153,585
Tenant service	1,084,595	769,072
Utilities	364,460	280,878
Ordinary maintenance and operations	608,242	1,393,388
General expenses	5,330,486	6,062,244
Depreciation	901,640	895,403
Housing Assistance Payments	130,148,475	116,684,914
Total expenses	146,026,014	133,239,484
Change in net position	\$ 5,727,669	\$ 3,472,528

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED JUNE 30, 2024**

**Major Factors Affecting the Statement of Revenues, Expenses and Changes in Net Position (Table 3)**

HUD PHA grants increased by \$16.5 million primarily due to an increase in HUD funding, resulting from higher voucher utilization, increased assistance payments per unit, and \$4.4 million fund for an anticipated Development Loan. Rental revenue from tenants decreased by \$0.4 million, mainly because the number of HA-owned occupied units in Midway Village decreased by 40 from January to June 2024. Other operating revenue decreased by \$0.4 million primarily due to Port in revenue from other Housing Authorities. Nonoperating revenues (net) increased by \$1.0 million due to increase in net investment return.

Tenant Services expenses increased by \$0.3 million primarily due to an increase in salary expenses and tenant service cost. General expenses decreased by \$0.7 million primarily due to Port in HAP expenses. HAP expenses increased \$13.5 million, primarily due to significant increases in HAP costs, which were related to higher voucher utilization and increased assistance payments per unit. The increase in HAP expenses is lower than the related HUD PHA grants due to approximately \$1.8 million less in Port-In Voucher expenses, which are not directly reimbursed by HUD.

**TABLE 4**  
**COMPARISON OF BUDGET TO ACTUAL**

The following schedule compares the revenues and expenses for the current fiscal year to budget.

	<u>June 30, 2024</u>	<u>Budget</u>
<b>Revenues</b>		
Rental revenue - tenants	\$ 3,701,150	\$ 2,918,550
HUD PHA grants	144,464,960	145,908,225
Other operating revenue	1,488,482	561,400
Investment and interest income, net	<u>2,099,091</u>	<u>587,300</u>
Total revenues	<u>151,753,683</u>	<u>149,975,475</u>
<b>Expenses</b>		
Administrative	7,588,116	9,197,650
Tenant service	1,084,595	835,800
Utilities	364,460	281,500
Ordinary maintenance and operations	608,242	551,760
General expenses	5,330,486	6,504,050
Depreciation	901,640	1,038,165
Housing Assistance Payments	<u>130,148,475</u>	<u>127,177,250</u>
Total expenses	<u>146,026,014</u>	<u>145,586,175</u>
<b>Net increase</b>	<u>\$ 5,727,669</u>	<u>\$ 4,389,300</u>

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED JUNE 30, 2024**

**Major Factors Affecting the Budget to Actual Variance**

HUD PHA grants are less than the budget of \$1.4 million primarily due to the decreased funding for the MTW program. Other operating revenue is more than budget of \$0.9 million. Investment and interest income is more than budget of \$1.5 million due to increased interest received from the investment pool.

Administrative expenses are \$1.6 million lower than budgeted because staffing costs did not increase as anticipated. General expenses are less than budget by \$1.2 million primarily due Port-In expenses. Housing Assistance Payments are more than budget by \$3.0 million due to increased utilization and costs of HAP contracts.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

As of fiscal year ended June 30, 2024, the Authority had \$8.01 million invested in a variety of capital assets as reflected in the following table, which represents a net decrease of approximately \$0.70 million from the end of previous fiscal year.

**TABLE 5**  
**CAPITAL ASSETS AT YEAR-END**

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Land and land rights	\$ 5,970,060	\$ 5,970,060
Buildings and improvements	23,769,265	23,674,854
Furniture and equipment	1,044,037	1,389,934
Right to use leased assets	-	1,272,816
Less: Accumulated depreciation	(22,771,728)	(22,739,636)
Less: Accumulated amortization	<u>-</u>	<u>(860,811)</u>
Total	<u>\$ 8,011,634</u>	<u>\$ 8,707,217</u>

The following reconciliation summarizes the change in capital assets, which is presented in detail on page 27 of notes to the financial statements.

**TABLE 6**  
**CHANGE IN CAPITAL ASSETS**

Beginning balance	\$ 8,707,217
Addition	206,056
Deletion	-
Depreciation	(489,634)
Amortization	<u>(412,005)</u>
Total	<u>\$ 8,011,634</u>

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)  
FOR THE YEAR ENDED JUNE 30, 2024**

**Debt Outstanding**

As of year-end, the Authority had \$0.03 million in debt outstanding compared to \$0.5 million last year, a decrease of \$0.4 million.

**TABLE 7**  
**OUTSTANDING DEBT, AT YEAR-END**

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Mortgage loan	\$ 29,546	\$ 30,441
Lease liability	-	434,190
Total	\$ 29,546	\$ 464,631

**ECONOMIC FACTORS**

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income and required HAP subsidies.
- Inflationary pressure on utility rates, supplies and other costs.
- Supply of affordable housing.

**FINANCIAL CONTACT**

The individual to be contacted regarding this report is Mr. Steven Goebel, Financial Services Manager, Department of Housing, at 650-802-3357. Specific requests may be submitted to:

Housing Authority of the County of San Mateo,  
264 Harbor Blvd., Bldg. A,  
Belmont, CA 94002.

## **BASIC FINANCIAL STATEMENTS**

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

	Primary Government Business-type Activities
<b>Assets:</b>	
Current Assets:	
Cash and investments	\$ 35,521,276
Accounts receivable - HUD	1,393,223
Accounts receivable - tenants	2,351
Accounts receivable - other	614,400
Accrued interest receivable	318,489
Current portion of notes receivable	5,912
Current portion of lease receivable	62,318
Prepaid expenses and other assets	233,310
Total current assets	38,151,279
Restricted cash:	
Tenant security deposits	283,699
Replacement reserve	1,228,023
Restricted HAP equity	618,185
Total restricted cash	2,129,907
Noncurrent assets:	
Notes receivable, net of current portion	28,885,956
Lease receivable, net of current portion	21,024,970
Other noncurrent assets	3,054,680
Total noncurrent assets	52,965,606
Capital assets	30,783,361
Less accumulated depreciation	(22,771,727)
Total capital assets, net	8,011,634
Total assets	101,258,426
Deferred outflow of resources - OPEB	336,854
Total assets and deferred outflow of resources	\$ 101,595,280

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

	<u>Primary Government Business-type Activities</u>
<b>Liabilities:</b>	
Current liabilities:	
Accounts payable	\$ 827,963
Accounts payable - HUD	87,663
Accrued salaries and wages	129,915
Accrued compensated absences - current	441,454
Accrued liabilities	403,125
Unearned revenue	343,669
Current portion of mortgage payable	<u>895</u>
Total current liabilities	<u>2,234,684</u>
Payable from restricted cash:	
Tenant security deposits	<u>283,700</u>
Total payable from restricted cash	<u>283,700</u>
Noncurrent liabilities:	
Accrued compensated absences	230,263
Net OPEB liability	403,114
Other noncurrent liabilities	1,502,908
Long-term mortgage payable	<u>28,651</u>
Total noncurrent liabilities	<u>2,164,936</u>
Total liabilities	<u>4,683,320</u>
Deferred inflow of resources	
Deferred inflow of resources - OPEB	293,655
Deferred inflow - leases	<u>20,586,589</u>
Total deferred inflow of resources	<u>20,880,244</u>
Total liabilities and deferred inflow of resources	<u>25,563,564</u>
<b>Net position:</b>	
Net investment in capital assets	7,982,088
Restricted	1,846,208
Unrestricted	<u>66,203,420</u>
Total net position	<u>76,031,716</u>
Total liabilities, deferred inflow of resources, and net position	<u>\$ 101,595,280</u>

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	Primary Government Business-type Activities
<b>Operating Revenues:</b>	
Rental revenue - tenant	\$ 3,701,150
HUD PHA grants	144,464,960
Other operating revenue	<u>1,488,482</u>
Total operating revenues	<u>149,654,592</u>
<b>Operating Expenses:</b>	
Administration	7,588,116
Tenant services	1,084,595
Utilities	364,460
Ordinary maintenance and operations	608,242
General expenses	5,330,486
Depreciation and amortization	901,640
Housing assistance payments	<u>130,148,475</u>
Total operating expenses	<u>146,026,014</u>
Operating income	<u>3,628,578</u>
<b>Nonoperating Revenues and Expenses:</b>	
Interest income, net	1,598,992
Investment return, net	<u>500,099</u>
Total nonoperating revenues and expenses	<u>2,099,091</u>
Change in net position	5,727,669
Net position, beginning of year	<u>70,304,047</u>
Net position, end of year	<u><u>\$ 76,031,716</u></u>

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

**Cash flows from operating activities:**

Cash collected from:	
Dwelling rental	\$ 3,718,042
Subsidy from federal grants	143,753,705
Repayments	94,600
Portable voucher receipts	1,091,164
Other miscellaneous	753,993
Cash paid for:	
Housing assistance payments	(132,255,502)
Employee expenses	(7,428,062)
Administrative expenses	(4,880,498)
Maintenance expenses	(212,128)
Other expenses	<u>(210,663)</u>
Net cash provided by operating activities	<u>4,424,651</u>

**Cash flows from capital and related financing activities:**

Acquisition of capital assets	(183,346)
Principal paid on right to use leased assets	(434,190)
Interest paid on right to use leased assets	<u>(5,901)</u>
Net cash used in capital and related financing activities	<u>(623,437)</u>

**Cash flows from investing activities:**

Principal received from loans and investments	4,945,103
Cash disbursed for loans	(47,224)
Interest received from loans	71,808
Fair value loss of investments	500,099
Interest received from investments	<u>996,268</u>
Net cash provided by investing activities	<u>6,466,054</u>
Net change in cash and cash equivalents	10,267,268
Cash and cash equivalents, beginning of year	<u>27,383,915</u>
Cash and cash equivalents, end of year	<u><u>\$ 37,651,183</u></u>

**Reconciliation of cash and cash equivalents per statement of cash flows to statement of net position:**

Cash and investments - unrestricted	\$ 35,521,276
Cash and cash equivalents - restricted	<u>2,129,907</u>
Cash and cash equivalents	<u><u>\$ 37,651,183</u></u>

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

Reconciliation of operating income to net cash provided by operating activities:

Operating income	\$ 3,628,578
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	901,640
Bad debt expense	55,715
Change in operating assets and liabilities:	
Accounts receivable - HUD	(784,008)
Accounts receivable - tenant	(22,927)
Lease receivable	481,052
Accounts receivable - other	146,616
Prepaid expenses and other assets	26,454
Accounts payable	468,842
Accrued compensated absences	(22,697)
Accrued salaries and wages	(261,525)
Accrued liabilities	62,159
Unearned revenue	(304,602)
Tenant security deposit	18,772
Net OPEB liability	<u>30,582</u>
Net cash provided by operating activities	<u><u>\$ 4,424,651</u></u>

The accompanying notes are an integral part of these financial statements.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the Housing Authority of the County of San Mateo (the "Authority") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to Government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**A. Reporting Entity**

The Authority was established pursuant to the State Health and Safety Code by the County Board of Supervisors on March 08, 1941 to provide housing assistance to low and moderate income families at rents they can afford. Eligibility is determined by family composition and income in areas served by the Authority. To accomplish this purpose, the Authority has entered into Annual Contributions Contracts with the U.S. Department of Housing and Urban Development (HUD) to operate assisted housing programs.

The Board of Supervisors of the County of San Mateo has oversight responsibility for the Authority and in a separate capacity is also the Board of Commissioners of the Authority. As a legally separate agency, the Authority has its own employees and maintains separate accounting records from those of the County and for purposes of these financial statements is considered to be a component unit of the County. However, these financial statements may be included with those of the County and, as directed by the Board of Commissioners, all funds are deposited with the Treasurer of the County of San Mateo and checks are issued by the Authority for landlord payments and other expenses.

The U.S. Department of Housing and Urban Development requires that funds of programs subject to annual contributions contracts be invested in accordance with federal regulations. It has been the practice of the County to maintain all such funds in a non-interest-bearing account as part of the compensating balance arrangement with the bank. The County transfers excess cash from all departments out of the non-interest-bearing accounts and into investment accounts comprising the County's Investment Pool (see Note 13). The County then pays to the authority, interest based on the interest earned on funds deposited with it on a pro-rata basis.

The Authority has one component unit in accordance with statement No. 61 Government Accounting Standards Board ("GASB"). The Authority's financial statements include those of San Mateo County Housing Authority, Inc. (SAMCHAI). SAMCHAI is a blended component unit that meets both of the following criteria under GASB 61.

1. The Authority and SAMCHAI have substantively the same governing body.
2. Management of the Authority has operational responsibility for the activities of SAMCHAI.

**B. Basis of Presentation and Accounting**

The statement of position presents the Housing Authority of the County of San Mateo's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference reported as net position is reported in three categories.

- Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt attributable to the acquisition, construction, or improvement of those assets.
- Restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.
- Unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**C. Operating Programs**

The Authority maintains its accounting records by program and operates the following programs:

**Federal Programs**

The Authority has contracted with HUD (Contract No. S.F. 480) to provide rent subsidy payments on behalf of low and moderate-income families pursuant to the United States Housing Act of 1937 and the Department of Housing and Urban Development Act.

HUD makes annual contributions to voucher programs for housing assistance payments on behalf of the families. Included in this annual contribution is an allowance for administrative costs. Under this program, tenants lease directly with private owners after being certified as eligible under program guidelines. Tenants make payments directly to owners and the Authority makes monthly subsidy payments to the owners. Programs included in this annual contribution are as follows:

1. Moving to Work (MTW) - 4,351 units funded.
2. Family Unification Program (FUP 2008/forward) - 40 units funded.
3. Veterans Affairs Supportive Housing (VASH) - 476 units funded.
4. Rental Assistance Demonstration (RAD) - 30 units funded.
5. Mainstream Program - 251 units funded.
6. Emergency Housing Voucher Program - 222 units funded.
7. Foster Youth to Independence (FYI) - 15 units funded.
8. Stability Vouchers - 40 units

Moving to Work (MTW) - is a program that allows housing authorities to design and test innovative approaches in assisted housing. The purpose of the Authority's demonstration program is to provide incentives to families to become economically self-sufficient, to reduce the Authority's costs and achieve greater cost effectiveness, and to increase housing choice for low-income families. The Authority is among the 24 housing authorities initially chosen to carry out this demonstration program.

On June 18, 2010, HUD granted approval of an amendment to its MTW Agreement with the Authority whereby the entire Housing Choice Voucher program, was converted into the MTW program. Accordingly, HCV activity such as housing assistance payment (HAP) and Family Self Sufficiency is reported in the MTW program and not in the HCV program.

At the core of the Authority's demonstration program is the limitation of Section 8 assistance to a maximum of 5 years. With the help of support services, individual family self-sufficiency plans, and incentives to remain employed due to different methods of rent calculation, the families will earn more escrow credit and will be off public assistance and become economically independent.

Section 8 Housing Choice Vouchers (HCV) - includes Family Unification Program (FUP), Mainstream, Rental Assistance Demonstration (RAD) and Veterans Affairs Supportive Housing (VASH). FUP vouchers assist families where children are separated from the family, or under threat of imminent separation, and youths ages 18-21 who left foster care at age 16 or older to lease decent, safe and sanitary housing in the private housing market. Rental Assistance Demonstration (RAD) converted public housing El Camino Village to long-term, project-based Section 9 rental assistance to preserve and improve properties and to address immediate and long-term capital needs. VASH provides rental assistance for homeless veterans with case management and clinical services provided by the Department of Veterans Affairs at its medical centers and in the community.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**C. Operating Programs (Cont'd)**

The Mainstream program provides rental assistance to households with at least one disabled member who is between 18 and 62 years of age at program admission.

FYI vouchers are targeted to prevent and end homelessness among youth ages 18-24 with a current or prior history of child welfare involvement.

Emergency Housing Vouchers (EHVs) - The American Rescue Plan Act of 2021 provided relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses. These EHVs are to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The Authority was awarded 222 vouchers, but HUD's rules do not allow re-issuing vouchers under this program any longer, so the number will continue to decline over time as participants' vouchers expire, are terminated, or are surrendered.

Stability Vouchers - Stability Vouchers aim to assist households experiencing or at risk of homelessness or violence in partnership with local Continuum's of Care.

Continuum of Care - The Authority has contracted with HUD to provide assistance to homeless persons with disabilities in the transition from homelessness and to promote independent living. Under this program, the Authority targets paying rental assistance for 386 units or more to qualified persons governed by five grant contracts.

**SAMCHAI**

On May 11, 2010, the Authority established San Mateo County Housing Authority, Inc. (SAMCHAI), a not-for-profit affiliate for the purpose of purchasing the Midway Village improvements (35 buildings with 150 housing units). On March 29, 2013, the Board of Commissioners approved a resolution that will enable the Authority to sell the improvements to SAMCHAI for \$1, lease the property land to SAMCHAI for \$1 per annum and execute the Management Agreement between the Authority and SAMCHAI, which pays a property management fee to the Authority of 6% of each month's gross receipts as the sum of all tenant receipts plus the sum of all Housing Assistance Payment from the Authority. Effective July 1, 2022, the Midway Village improvements have been transferred from SAMCHAI to the Authority as part of the transition of ownership of units from the Authority to MidPen Housing.

Effective December 01, 2017, the Authority converted the 30 units of El Camino Village through the Rental Assistance Demonstration Program (RAD) from public housing units into project-based voucher units under the ownership of SAMCHAI.

**Local Programs**

These account for the local fund programs and funds administered by the Authority which are not funded by HUD.

**D. Fund Accounting**

The basic accounting and reporting entity is a "fund". A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**D. Fund Accounting (Cont'd)**

The Authority applies all applicable GASB pronouncements in accounting and reporting for its proprietary operations as well as the following pronouncements issued on or before November 30, 1989, unless these pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARBs) of the Committee on Accounting Procedure.

The accounting records of the Authority are organized on the basis of funds classified for reporting purposes as follows:

**Enterprise Funds**

All of the funds of the Authority are considered Enterprise Funds. Enterprise funds are used to account for operations (a) that are financed primarily through user charges, or (b) where the governing body has decided that the determination of net income is appropriate.

**E. Measurement Focus and Basis of Accounting**

The proprietary fund types are accounted for on an "income determination" or "cost of services" measurement focus. Accordingly, all assets and liabilities are included on the balance sheet, and the reported fund equity provides an indication of the historical net worth of the fund. Operating statements for proprietary fund types report increases (revenues) and decreases (expenses) in total historical net worth.

Proprietary funds use the accrual basis of accounting, i.e., revenues are recognized in the period earned and expenses are recognized in the period incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses result from providing goods and services related to the fund's ongoing operations. The principal operating revenues of the Authority's enterprise funds are dwelling rental income and HUD PHA grants. Operating expenses include the cost of services provided, administrative expenses and depreciation on fixed assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**F. Capital Assets**

Capital assets, which include property and equipment, are reported in the applicable business-type activities columns in the government-wide financial statements. Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

*Intangible Capital Assets:* The Authority has recorded right to use lease assets as a result of implementing GASB 87. The right to use assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right to use assets are amortized on a straight-line basis over the life of the related lease.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**F. Capital Assets (Cont'd)**

Capital assets are depreciated and amortized using the straight-line method over the following estimated useful lives:

Assets	Years
Furniture and equipment	3
Vehicles	5
Building improvements	10
Buildings	30
Right-to-use assets - lease	Lease term

**G. Other Noncurrent Assets**

Other noncurrent assets include uncollected rent payments before GASB 87 implementation, interest, and principal related to the ground lease.

**H. Lease Receivable**

Lease receivable is measured at the present value of lease payments expected to be received during the lease term. (See Note 6 Lease Receivable for further information.)

**I. Accounts Receivable**

Receivables are principally amounts due from tenants, Landlords, and other public housing agencies. Allowance for doubtful accounts totaling \$540,267 as of June 30, 2024, have been established and any delinquent and uncollected receivables will be sent to a collection agency to determine the likelihood of the recoverability.

**J. Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**K. Lease Liabilities**

On July 1, 2021, the Authority adopted GASB 87 - Leases and adopted the changes to conform to the provisions of GASB 87 Implementation Guide. Lease liabilities are recognized based on the present value of the future minimum lease payments over the lease term at commencement date. The Authority has lease primarily for office space. The lease liability is measured at the present value of the remaining lease payments, using a discount rate based on the rate implicit in the lease, if readily determinable. Otherwise, the authority uses its incremental borrowing rate at commencement date to determine the present value of future payments. As of June 30, 2024, the Authority has no lease liability since the lease for the office building expired during the fiscal year.

**L. Accrued Compensated Absences**

Accrued compensated absences include the value of annual leave and medical leave should employees retire. By policy, employees may accrue up to an amount equal to fifty-two bi-weekly pay periods. At retirement union employees may convert eight hours of unused sick leave towards the cost of medical premiums. At June 30, 2024, the monthly value was \$165 for the first 384 hours accrued and \$200 for all hours accrued over 384. Management and confidential staff convert eight hours of sick leave into one month of full medical benefits. Accumulated vacation, administrative leave and floating holiday benefits are recorded as liabilities of the Authority.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**L. Accrued Compensated Absences - Cont'd**

As of June 30, 2024, the total liability for the Authority is \$671,717 based on year-end hourly rates. Of this amount, the current portion is \$441,454 and the long-term portion is \$230,263.

As per the Authority policies, the current portion is equal to one-year accrual and the noncurrent portion is equal to any accruals greater than one year.

**M. Deferred Outflows of Resources**

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and thus, will not be recognized as an outflow of resources until then. The Authority's balance of deferred outflows of resources relates to funding of other post-employment benefits.

**N. Deferred Inflows of Resources**

In addition to liabilities, the statement of net position may report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and thus, will not be recognized as an inflow of resources until then. The Authority's balance of deferred inflows of resources relates to funding of the other post-employment benefits and leases due to GASB 87 implementation. Deferred inflow of resources related to leases is measured at the value of the lease receivable plus any payments received at or before the commencement of the lease term that relates to future periods.

**O. Net Position**

Net position consists of net investment in capital assets, restricted net position, and unrestricted net position. Restricted net position includes the accumulation of contributions in the form of cash or other assets which generally do not have to be returned to the contributor. These funds are restricted by HUD as to use and must be approved before expending. Unrestricted portion of net position are designated for use for program expenditures in future periods.

**P. Cash**

In accordance with GASB Statement No. 40 Deposit and Investment Disclosures (Amendment of GASB No. 3), certain disclosure requirements, if applicable, for Deposits and Investment Risk are in the following areas:

- Interest Rate Risk
- Credit Risk
  - Overall
  - Custodial Credit Risk
  - Concentrations of Credit Risk
- Foreign Currency Risk

In addition, other disclosures are specified including use of certain methods to present deposits and investments, highly sensitive investments, credit quality at year-end and other disclosures.

**Q. Taxes**

The Authority is exempt from federal and state income taxes. The Authority is also exempt from property taxes but makes payments in lieu of taxes on owned housing.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**R. Effects of New Governmental Accounting Standards**

The GASB has issued several new accounting pronouncements, which are effective for the Authority during the year. The following are new GASB pronouncements issued by the GASB for the fiscal year 2024:

GASB Statement No. 99, Omnibus 2022

Statement No. 100 Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62

The Authority had no reportable impacts for the fiscal year 2024.

**NOTE 2 - PAYMENT IN LIEU OF TAXES**

In connection with the Conventional Housing Program, the Authority is obligated to make annual payments in lieu of property taxes based on the lesser of assessable value of owned housing times the current tax rate or 10% of the dwelling rents net of utilities expense. At June 30, 2024, \$39,045 has accrued for payment in lieu of taxes. This amount is included in accrued liabilities in the financial statements.

**NOTE 3 - NOTES RECEIVABLE**

The Authority loaned \$150,000 to Almaza Tannous, a developer, to finance the rehabilitation, reconstruction, and improvement of a property located in San Mateo known as the Darcy Building, as part of a program of the Authority to assist low-income persons to lease residential units. The interest rate on this note is 3% per annum and is secured by a Deed of Trust. Interest began accruing on October 01, 2004. Monthly interest payments began on August 01, 2005 and monthly principal and interest payments of \$633 began on January 01, 2006. The note is due on December 31, 2035.

Outstanding balance at June 30, 2024 was: \$ 74,004

On August 24, 2010, the Authority entered into a loan agreement with MidPen Housing Corporation (the Corporation). The Authority agreed to disburse \$200,000 to support the Corporation's Half Moon Bay Senior Campus (HMBSC) project (the Project). The loan amount was increased to \$425,000 on June 21, 2011 for costs associated with water connections at the HMBSC. The loan agreement was amended on May 18, 2012. The loan amount was increased to \$4,425,000 for costs associated with predevelopment, development and modification activities at the HMBSC.

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing on the first day of the first month following the issuance of the Certificate of Occupancy, Notice of Completion, or some other document evidencing completion accepted by the Authority. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the aforementioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project completion.

Outstanding balance at June 30, 2024 was: 1,207,691

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 3 - NOTES RECEIVABLE (CONT'D)**

On April 14, 2015, the Authority entered into a loan agreement with MP Westlake Associates L.P (the borrower). The Authority agreed to disburse \$2,500,000 to support the borrower's 6800 Mission Street project (the Project).

No interest will accrue on the loan until project completion. The loan bears 3% simple interest per annum. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the aforementioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project completion.

Outstanding balance at June 30, 2024 was:

2,398,270

On December 20, 2017, the Authority entered into a loan agreement with Mercy Housing California 66, L.P (the borrower). The Authority amended and restated in their entirety two promissory notes previously executed for \$500,000 dated May 11, 2015 and for \$1,500,000 dated May 18, 2016, along with an additional \$1,303,533 as of December 20, 2017, totaling the value of the promissory note at \$3,303,533.

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing on the first day of the first month following the issuance of the Certificate of Occupancy, Notice of Completion, or some other document evidencing completion accepted by the Authority. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the aforementioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project's completion.

Outstanding balance at June 30, 2024 was:

3,701,561

On November 25, 2015, the Authority entered into a loan agreement with MP-CANDO University Ave Senior Housing (the borrower). The Authority agreed to disburse \$1,000,000 to support the borrower's University Avenue Senior Housing Authority project in East Palo Alto (the Project).

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing upon the issuance of the Certificate of Occupancy, Notice of Completion, or some other document evidencing completion accepted by the Authority. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the afore-mentioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project's completion.

Outstanding balance at June 30, 2024 was:

977,023

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 3 - NOTES RECEIVABLE (CONT'D)**

On July 26, 2016, the Authority entered into a loan agreement with MP 168 Pacific, LLC (the borrower). The Authority agreed to disburse \$1,420,000 to support the borrower's project to acquire and rehab an apartment building located at 168 Pacific Avenue in Pacifica, California.

No interest will accrue on the loan until project completion. The loan bears 3% simple interest per annum which commenced on May 14, 2018. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project's completion.

Outstanding balance at June 30, 2024 was: 1,681,043

On November 21, 2016, the Authority entered into a loan agreement with Habitat for Humanity Greater San Francisco, Inc. (the borrower). The Authority agreed to disburse \$500,000 to support the borrower's project to acquire the property located at 612 Jefferson Avenue in Redwood City as a site upon which to build 20 new affordable home ownership condominium units for families who earn low incomes and are first time home buyers.

No interest will accrue on the loan. All payments will be deferred, and the outstanding balance will be forgiven in five equal (\$100,000) installments over the last five years of the term of the loan (years 26-30).

Outstanding balance at June 30, 2024 was: 500,000

On April 7, 2020, the Authority entered into a loan agreement with Habitat for Humanity Greater San Francisco, Inc. (the borrower). The Authority agreed to disburse \$500,000 to support the borrower's project to develop the property located at 612 Jefferson Avenue in Redwood City to build 20 new affordable home ownership condominium units for families who earn low incomes and are first time home buyers.

No interest will accrue on the loan. All payments will be deferred, and the outstanding balance will be forgiven in five equal (\$100,000) installments over the last five years of the term of the loan (years 41-45).

Outstanding balance at June 30, 2024 was: 500,000

On March 30, 2017, the Authority entered into a loan agreement with the Mental Health Association of San Mateo County (the borrower). The Authority agreed to disburse \$150,000 to support the borrower's construction of Waverly Place located at 105 5th Avenue in Redwood City.

No interest will accrue on the loan. The term of this note shall be from execution and shall mature 55 years from the date of the issuance of the Notice of Completion for the Project. Payment in full on the loan will be due at note maturity.

Outstanding balance at June 30, 2024 was: 150,000

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 3 - NOTES RECEIVABLE (CONT'D)**

On August 8, 2017, the Authority entered into a loan agreement with 2821 ECR, LLC (the borrower). The Authority agreed to disburse \$876,467 to support the borrower's construction of 2821 El Camino Real located in the unincorporated area of San Mateo.

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing upon April 19, 2021. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the aforementioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project's completion.

Outstanding balance at June 30, 2024 was:

960,535

On September 1, 2017, the Authority entered into a loan agreement with MidPen Housing Corporation (the borrower). The Authority agreed to disburse \$250,000 to support the borrower's work associated with predevelopment activities for the construction of the Gateway Family Housing project located at 1317-1385 Willow Road in Menlo Park (the project).

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing upon the issuance of the Notice of Completion or some other document evidencing completion accepted by the Authority. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the afore-mentioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project completion.

Outstanding balance at June 30, 2024 was:

257,438

On June 18, 2018, the Authority entered into a loan agreement with MidPen Housing Corporation (the borrower). The Authority agreed to disburse \$1,700,000 to support the borrower's work associated with predevelopment activities for construction of the Bayshore Redevelopment project. On October 31, 2020 the loan agreement was amended to increase the loan by \$200,000 to \$1,700,000.

The term for this agreement expires on June 24, 2024. In the event the borrower and the Authority elect to move forward at the end of the term, the current predevelopment loan shall be combined with any other financial assistance provided by the Authority.

Outstanding balance at June 30, 2024 was:

1,249,353

On October 18, 2019, the Authority entered into a loan agreement with ROEM Development Corporation (the borrower). The Authority agreed to disburse \$7,000,000 to support the borrower's work associated with predevelopment activities for construction of the 353 Main Street Apartment project.

The term for this agreement expires December 31, 2024. In the event the borrower and the Authority elect to move forward at the end of the term, the current predevelopment loan shall be combined with any other financial assistance provided by the Authority.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 3 - NOTES RECEIVABLE (CONT'D)**

Outstanding balance at June 30, 2024 was: 7,000,000

On January 22, 2021, the Authority entered into a loan agreement with Midway Associates 2 L.P. - Bayshore - Garage (the borrower).

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing upon the issuance of the Notice of Completion or some other document evidencing completion accepted by the Authority. Annual payments on the loan will be made from the Project operation, which begins on the first day of the month after receipt of the aforementioned completion documents for the Project. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project completion.

Outstanding balance at June 30, 2024 was: 2,361,416

On May 19, 2020, the Authority entered into a loan agreement with Mercy Housing California 96, L.P. (the borrower). The Authority agreed to disburse \$1,930,000 to support the borrower's costs associated with predevelopment activities for the development of 179 new affordable, multifamily rental units at 2700 Middlefield Road in Redwood City, known as the Middlefield Junction project.

On July 28, 2021, the loan agreement was amended to increase the loan by \$1,292,150 to \$3,222,150.

No interest shall accrue on this loan. Payment in full on the loan will be due and payable no later than 55 years of the Project completion.

Outstanding balance at June 30, 2024 was: 3,263,534

On July 16, 2020, the Authority entered into a loan agreement with MP Firehouse Square Associates, L.P. (the borrower). The Authority agreed to disburse \$2,500,000 for the construction of the Firehouse Square project of 66 units of new affordable housing located at 1300 El Camino Real in Belmont. During 2021 the Authority disbursed \$2,500,000 to the borrower.

No interest will accrue on the loan until project completion. The loan will bear 3% simple interest per annum commencing upon the issuance of the Notice of Completion or some other document evidencing completion accepted by the Authority. Annual payments on the loan will be made from the Project's Residual Receipts which begin the first day of the first month after the Project receives a Certificate of Occupancy. Payment in full on the loan, including any accrued interest, will be due and payable no later than 55 years of the Project completion.

Outstanding balance at June 30, 2024 was: 2,610,000

Total Notes Receivable at June 30, 2024:	28,891,868
Less: Current portion	<u>(5,912)</u>

Net Long-term Notes Receivable	<u><u>\$ 28,885,956</u></u>
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**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 4 - INTERFUND BALANCES**

During the course of operation, numerous transactions occur between the individual programs of the Authority for goods provided and services rendered. The receivables and payables balances at June 30, 2024, between the various funds of the Authority are as follows:

	<u>Receivables</u>	<u>Payables</u>
Local fund	\$ 1,428,352	\$ -
Continuum of care	-	1,068,000
Mainstream	-	360,352
	<u>\$ 1,428,352</u>	<u>\$ 1,428,352</u>

**NOTE 5 - CAPITAL ASSETS**

Capital asset activities for the year ended June 30, 2024 were as follows:

	<u>Balance at July 01, 2023</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2024</u>
Tangible capital assets not being depreciated:				
Land and land rights	\$ 5,970,060	\$ -	\$ -	\$ 5,970,060
Total tangible capital assets not being depreciated	5,970,060	-	-	5,970,060
Tangible capital assets being depreciated:				
Buildings and improvements	23,674,854	94,411	-	23,769,265
Furniture and equipment	1,389,934	111,645	(457,542)	1,044,037
Total tangible capital assets being depreciated	25,064,788	206,056	(457,542)	24,813,302
Less: Accumulated depreciation for:				
Buildings and improvements	(21,378,723)	(439,388)	-	(21,818,111)
Furniture and equipment	(1,360,913)	(50,246)	457,542	(953,617)
Total accumulated depreciation	(22,739,636)	(489,634)	457,542	(22,771,728)
Total tangible capital assets being depreciated, net	2,325,152	(283,578)	-	2,041,574
Total tangible capital assets, net	<u>\$ 8,295,212</u>	<u>\$ (283,578)</u>	<u>\$ -</u>	<u>\$ 8,011,634</u>
	<u>Balance at July 01, 2023</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance at June 30, 2024</u>
Intangible capital asset - right-to-use leased				
Right-to-use leased vehicles	\$ 36,800	\$ -	\$ (36,800)	\$ -
Right-to-use leased buildings	1,236,016	-	(1,236,016)	-
Total intangible capital asset - right-to-use leased assets	1,272,816	-	(1,272,816)	-
Less: accumulated amortization for:				
Right-to-use leased vehicles:	(36,800)	-	36,800	-
Right-to-use leased buildings	(824,011)	(412,005)	1,236,016	-
Total accumulated amortization	(860,811)	(412,005)	1,272,816	-
Total intangible capital asset right-to-use leased assets	<u>\$ 412,005</u>	<u>\$ (412,005)</u>	<u>\$ -</u>	<u>\$ -</u>

Depreciation expense for the year ended June 30, 2024 was \$489,634. Amortization expense for the year ended June 30, 2024 was \$412,005.

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**NOTE 6 - LEASE RECEIVABLE (GROUND LEASE)**

The Authority (lessor) entered into a Ground Lease Agreement with Half Moon Village II Associates, L.P. (lessee) as of May 01, 2017. Commencing upon the commencement date and thereafter annually, the lessee shall pay the lessor a base rental in the amount of \$589,500, payable from residual receipts. The lease shall be for a period of 99 years. As an interest rate implicit in Authority's leases is not readily determinable, the Authority uses the County of San Mateo's incremental borrowing rate to measure its lease receivable. Lease revenue and lease interest income for the year ended June 30, 2024, were 226,226 and (528,702), respectively. The following is a schedule of lease receivable balances and deferred inflows at June 30, 2024:

	<u>Lease Receivable Current Portion</u>	<u>Lease Receivable Noncurrent Portion</u>	<u>Deferred Inflows</u>
Ground lease	\$ 62,318	\$ 21,024,970	\$ 20,586,589

Minimum lease payments receivable are as follows:

<u>Year(s) ending June 30</u>	<u>Lease Principal</u>	<u>Lease Interest</u>	<u>Total</u>
2025	\$ 62,318	\$ 527,182	\$ 589,500
2026	63,876	525,624	589,500
2027	65,473	524,027	589,500
2028	67,109	522,391	589,500
2029	68,787	520,713	589,500
2030-2034	370,607	2,576,893	2,947,500
2035-2039	419,308	2,528,192	2,947,500
2040-2044	474,409	2,473,091	2,947,500
2045-2049	536,750	2,410,750	2,947,500
2050-2115	<u>18,958,651</u>	<u>19,948,348</u>	<u>38,906,999</u>
	<u>\$ 21,087,288</u>	<u>\$ 32,557,211</u>	<u>\$ 53,644,499</u>

**NOTE 7 - NOTES AND MORTGAGES PAYABLE**

The following is a schedule of changes in notes and mortgages payable for the year ended June 30, 2024:

<u>Lender</u>	<u>Balance at July 01, 2023</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance at June 30, 2024</u>	<u>Due within one year</u>
California Housing Finance Agency	<u>\$ 30,441</u>	<u>\$ -</u>	<u>\$ (895)</u>	<u>\$ 29,546</u>	<u>\$ 895</u>

The Authority is obligated on a reimbursement note dated May 20, 2002, secured by a deed of trust, in the amount of \$49,243 payable to the California Housing Finance Agency. This note is non-interest bearing. The note is over a 55-year term, over which the Authority is to recognize a fraction thereof of revenues for its compliance with the terms and conditions of the note. At June 30, 2024, the remaining balance of the loan was \$29,546.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 8 - RELATED PARTY**

The Department of Housing (DoH) was created to address the housing needs of the County of San Mateo. DoH consists of two distinct entities, Housing and Community Development (HCD) and the Housing Authority of the County of San Mateo (HACSM). The HCD unit utilizes County record keeping, accounting and payroll systems while HACSM maintains its own separate record keeping, accounting and payroll systems. While the two units are separate, some staff have oversight or responsibilities that are shared by the department, consequently their salaries and benefits are charged proportionately to the other unit.

The following HCD employees are partially billed to HACSM: Department Director, Deputy Director, Management Analyst, Project Coordinator and Payroll Specialist. The following HACSM employees are partially billed to HCD: Financial Services Manager, and Receptionist. Additionally, some office costs are shared between the two units such as Information Technology, copier leases, services and office supplies. Due to HCD establishing a dedicated HCD Financial Services Manager (County) position, as of April 2024 HACSM no longer bills HCD for a portion of the HACSM Financial Services Manager.

During the fiscal year ended June 30, 2024, HACSM billed HCD \$298,326 for shared costs and HCD billed HACSM \$1,091,715 for shared costs.

**NOTE 9 - CONTRIBUTION RETIREMENT PLAN**

The Authority participates in a defined contribution retirement plan administered by the Variable Annuity Life Insurance Company (VALIC). All employees of the Authority with more than 6 months of service participate in the plan. Monthly contributions made by the Authority and regular employees are as follows:

Year of Services	% of Gross Salaries	
	Employees	Authority
Over 6 months	4.5 %	9.5 %
Over 5 years	3.5 %	10.5 %
Over 10 years	2.5 %	11.5 %
Over 15 years	2.0 %	12.0 %

For the management, the Authority contributed 14% of the gross salary monthly. There is no contribution from the management employees. The plan had 47 active participants as of June 30, 2024. Employer contributions are vested 20% for each year of service of the individual employee until the employee becomes fully vested after five years. During the fiscal year ended June 30, 2024, the Authority has recognized pension expense of \$569,828.

There is no past service payment obligation of the Authority. This plan provides an individual account for each participant. The Authority is required to deposit an amount as set forth in the plan to employee accounts. The amount that a participant will receive depends solely on the amount contributed to the participant's account plus earnings from investments of those contributions.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
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**NOTE 10 - RIGHT TO USE LEASE LIABILITIES**

The Authority and Housing and Community Development Agency have been leasing and sharing office space (85% and 15%, respectively) in Belmont, California since 1993 in a County of San Mateo leased facility. For the year ended June 30, 2024, the Authority paid a total of \$486,452 in rent. The lease agreement qualifies as other than short-term leases under GASB 87 and, therefore, has been recorded at the present value of the future minimum lease payments as of the date of its inception.

The lease liability was measured at the Authority's incremental borrowing rate. Variable payments based on the future performance of the lessee or usage of the underlying asset are not included in the measurement of the lease liability. These variable payments include insurance, taxes, and other common area operating costs and are recognized as an expense in the period in which the obligation for those payments is incurred. Any components of those variable payments that are fixed in substance are included in the measurement of the lease liability. The lease agreement neither has variable payments that are fixed in substance nor provides residual value guarantees. The lease for the office building expired on June 30, 2024.

Change in right-to-use lease liability for the year ended June 30, 2024, is summarized as follows:

	Balance at July 01, 2023	Decreases	Balance at June 30, 2024
Right-to-use lease liability - buildings	\$ 434,190	\$ (434,190)	\$ -
Total	\$ 434,190	\$ (434,190)	\$ -

**NOTE 11 - RISK MANAGEMENT**

The Authority is exposed to all common perils associated with the ownership and rental of real estate properties. A risk management program has been established to minimize loss occurrence and to transfer risk through various levels of insurance. Property, casualty, employee dishonesty and public official's liability forms are used to cover the respective perils.

The Authority is a member of Housing Authority Insurance Group (HAIG), a Housing Authority Insurance Pool. Through HAIG, the Authority currently maintains Commercial and Auto liability coverage for claims up to \$10,000,000 and for public officials and employment practice - defense only up to \$1,000,000. Also, commercial carriers insure all other common perils such as business, auto, flood (where applicable), and other miscellaneous policies. During the year, the Authority paid \$218,975 towards premium and received surplus distribution of \$542 from HAIG.

**NOTE 12 - JOINT POWERS AGREEMENT**

The Authority participates in a joint venture under a Joint Powers Agreement (JPA) with the California Housing Workers' Compensation Authority (CHWCA). CHWCA was formed to provide workers' compensation insurance coverage for member housing authorities. At December 31, 2023, there were twenty-eight members. The relationship between the Authority and CHWCA is such that CHWCA is not a component unit of the Authority for financial reporting purposes.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 12 - JOINT POWERS AGREEMENT (CONT'D)**

Condensed audited financial information as of and for the year ended December 31, 2023, is as follows:

Total assets	\$ <u>31,433,505</u>
Total liabilities	\$ 16,846,171
Net position	<u>14,587,334</u>
Total liabilities and net position	<u>\$ 31,433,505</u>
Operating revenues and non-operating revenues	\$ 7,082,236
Operating expenses	<u>6,652,356</u>
Change in net position	429,880
Net position, beginning of year	<u>14,157,454</u>
Net position, end of year	<u>\$ 14,587,334</u>

**NOTE 13 - CASH AND INVESTMENTS**

The Authority has the following cash at June 30, 2024:

Cash in County Treasury	\$ <u>37,651,183</u>
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Cash is presented on the Statement of Net Position as follows at June 30, 2024:

	<u>Fair Value</u>
Cash:	
Demand deposits	\$ 35,521,276
Restricted cash:	
Tenant security deposits	283,699
Replacement reserve	1,228,023
Restricted HAP equity	<u>618,185</u>
Total cash	<u>\$ 37,651,183</u>

**Cash in County Treasury**

The Authority maintains all of its cash in the San Mateo County Treasury as part of the common investment pool. The investment pool activity is governed by the California Government Code and the County Investment Policy. The County Treasurer is responsible for managing the investment pool pursuant to California Government Code Section 53600. The objectives of the County investment policy, in order of priority, are safety, liquidity, and yield. The pool attempts to match maturities with planned outlays and maximize the return on investment over various market cycles. Yield is considered only after safety and credit quality have been met, consistent with limiting risk and prudent investment principles. The County Board annually reviews the county Investment Policy, and all amendments to the policy require the County Board's approval.

California Government Code and the County Investment Policy govern the investment pool activity. The composition and value of investments in the County pool vary from time to time depending on cash flow needs of the County and pool participants as well as trading of securities.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 13 - CASH AND INVESTMENTS (CONT'D)**

Interest Rate Risk: Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment portfolio to three years or less in accordance with its investment policy.

Credit Risk: Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. State law and the County's investment policy limit the County's investments in commercial paper to the rating of "A1" or better by Standard & Poor's, or "P1" or better by Moody's Investors Service, and corporate bonds to the rating of "A" or higher by both Standard & Poor's and Moody's Investors Service. No limits are placed on the U.S. government agency securities and U.S. Treasuries.

Custodial Credit Risk for Deposits: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the County will not be able to recover its deposits or collateral securities that are in the possession of an outside party. The County's investment policy requires that deposits in banks must meet the requirements of California Government Code. Under this code, any deposits of more than \$0.25 million must be collateralized at 110% to 150% of the value of the deposit to guarantee the safety of the public funds.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of the County's investment in a single issuer of securities. State law and the County Investment Policy restrict the County's investments in U.S. Treasury Obligations to 100% of its portfolio (100% per issuer); Obligations of U.S. Agencies or government sponsored enterprises to 100% (40% per issuer); banker's acceptance to 15% (5% per issuer); collateralized time deposits within the State to 15% (5% per issuer), negotiable certificates of deposit, corporate bonds and medium-term notes to 30% (5% per issuer); commercial paper to 40% (5% per issuer).

Repurchase agreements secured by U.S. Treasury or agency obligation to 100% (100% per issuer for U.S. Treasuries and 40% per issuer for agency obligations); shares of beneficial interest issued by diversified management companies as defined in Government Code section 53601 to 10% (5% per issuer); and mortgage backed securities to 20% (5% per issuer).

Foreign Currency Risk: Foreign currency risk is the risk that changes in the exchange rates will adversely affect the fair values of an investment or deposit. The County's investment policy does not include specific provisions to address foreign currency risk because the County's investment pool does not invest in foreign securities.

The table below summarizes the type of investments reported in the San Mateo County Investment Pool Fund as of June 30, 2024:

<u>Investments in Investment Pool</u>	<u>Interest Rates</u>	<u>Maturities</u>
Negotiable certificates of deposit	4.76% - 6.03%	07/05/24 - 02/01/27
U.S. treasury notes	0.25% - 4.87%	07/31/24 - 4/30/29
U.S. government agency securities	0.00% - 6.00%	07/03/24 - 06/27/29
Commercial paper	0.00%	07/15/24 - 08/16/24
U.S. instrumentalities	0.00% - 5.50%	07/08/24 - 03/05/29
U.S. treasury bills	0.00%	07/05/24 - 09/26/24
Corporate bonds	0.50% - 6.07%	07/08/24 - 02/14/29
Municipal bonds	0.67% - 3.05%	08/01/24 - 08/01/25
Money market funds	0.00%	07/01/2024
Local Agency investment Fund	5.00%-5.81%	07/01/24 - 05/15/25
Asset backed securities	0.58% - 2.22%	08/15/25 - 11/15/26

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 13 - CASH AND INVESTMENTS (CONT'D)**

As of June 30, 2024, the Housing Authority's fair value share of investments in the pool is \$37,651,183. Information regarding the characteristics of the entire investment pool can be found in the County's June 30, 2024 basic financial statements. A copy of that report may be obtained by contacting the Controller's Office, County of San Mateo, 555 County Center, Redwood City, California 94063.

**Cash on Hand and in Banks**

Cash balances on hand and in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institution is fully insured or collateralized.

**NOTE 14 - RESTRICTED CASH**

The Authority reports amounts as restricted cash for any security deposits received from tenants at the time of move-in. These funds will be returned to the tenant upon move - out after all outstanding costs have been deducted. The Authority also restricts cash for the payment of current liabilities and for HAP equity for special vouchers in accordance with HUD requirements. In 2018, as a result of the conversion of El Camino Village units to project based vouchers, a replacement reserve was established as required by the conversion agreement. All of these funds are restricted because they cannot be used for the day-to-day operations of the Authority.

**NOTE 15 - OTHER POST EMPLOYMENT BENEFITS (OPEB)**

**A. Plan Description**

The Authority has established a retiree healthcare plan (the plan) and participates in an agent multiple-employer defined benefit retiree healthcare plan. The plan provides employees who retire directly from the Authority, at a minimum age of 55, with a minimum of five years of service, or on or after age 65. health coverage based on the unused sick leave at the time of retirement. For each 8 hours of unused sick leave at retirement, Authority will contribute \$165 towards the cost of monthly health premiums for Represented retirees, and their eligible dependents and surviving dependents (should a retired employee die while receiving benefits under this program) up to the total number of months converted from the employee's unused sick balance at retirement up to 384 hours. After the initial 384 hours are used and converted to monthly benefits of \$165, any remaining balance, in excess of the 384 hours, will be converted to a \$200 monthly benefit, per 8 hours of sick leave, until the remaining balance is exhausted.

For Management or Confidential employees hired before October 01, 2014, for each 8 hours of unused sick leave, The Authority will pay for the entire cost of monthly health premiums for Management retirees, and their eligible dependents and surviving dependents (should a retired employee die while receiving benefits under this program) up to the total number of months converted from the employee's unused sick leave balance at retirement.

For Management or Confidential employees hired on or after October 01, 2014, the Authority will pay up to \$400 towards one month of health premiums for Management retirees, and their eligible dependents.

Medicare-eligible Management or Confidential retirees must enroll in a health plan other than the Teamsters plan that is a secondary payer to Medicare. The Authority will pay the entire monthly premiums for both Medicare Part B and the individual Medicare plan for retirees hired before October 01, 2014, and their eligible and surviving dependents.

In the event an employee has fewer than 96 hours of unused sick leave at the time of retirement, the Authority will supplement the accruals up to a maximum of 96 hours.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 15 - OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONT'D)**

**B. Employees Covered**

As of the June 30, 2024 actuarial valuation, the following current and former employees were covered by the benefit terms under the plan:

	<u>Number of Participants</u>
Active	52
Retirees/Retiree spouses	9
Total participants	61

**C. Contributions**

The plan and its contribution requirements are established by Memoranda of Understanding with the applicable employee bargaining units and may be amended by agreements between the Authority and the bargaining units. The annual contribution is based on the actuarially determined contribution. For the fiscal year ended June 30, 2024, the Authority's cash contributions were \$96,858 in payments to the trust.

**D. Net OPEB Liability**

The Authority's net OPEB liability was measured as of June 30, 2024 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated July 01, 2023 based on the following actuarial methods and assumptions:

Actuarial Assumptions	
Discount Rate	5.75%
Inflation	2.50%
Salary Increases	3.77% - 9.96%
Investment Rate of Return	5.75%
Mortality Rate	Pub-2010 Healthy and Retiree Mortality Table for General Employees projected using Scale MIP - 2021
Pre-Retirement Turnover	Derived from 2023 SamCERA Experience Study
Healthcare Trends Rate	3.90% - 6.40%

The long-term expected rate of return is based on the investment policy of the California Employers' Retiree Benefit Trust Fund (CERBT) Strategy 3 in which the Authority invested its assets to fund its OPEB liabilities. The asset allocation and the expected arithmetic nominal return are summarized in the following table:

Asset Class	Expected Arithmetic Nominal Return (30 yrs.)	Asset Allocation
Global Equity	8.73 %	23.00 %
U.S. Fixed Income	5.79 %	51.00 %
Treasury Inflation-Protected Securities	4.32 %	9.00 %
Real Estate Investment Trusts	9.37 %	14.00 %
Commodities	5.61 %	3.00 %
Expected Arithmetic Return (30 yrs.)		6.83 %
Expected Geometric Return (30 yrs.)		6.40 %

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 15 - OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONT'D)**

**E. Discount Rate**

The discount rate used to measure the total OPEB liability was 5.75%. The projection of cash flows used to determine the discount rate assumed that the Authority contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees and beneficiaries. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**F. Changes to the OPEB Liability**

The changes in the net OPEB liability for the plan are as follows:

	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Balance at June 30, 2023	\$ 1,890,254	\$ 1,478,200	\$ 412,054
Changes recognized for the measurement period:			
Service cost	61,831	-	61,831
Interest on the total OPEB liability	111,570	-	111,570
Difference between actual and expected experience with regard to economic or demographic factors	51,395	-	51,395
Changes of assumptions	(82,351)	-	(82,351)
Benefit payments	(23,809)	(23,809)	-
Contributions - employer	-	96,858	(96,858)
Net investment income	-	55,258	(55,258)
Administrative expense	-	(731)	731
Net changes	<u>\$ 118,636</u>	<u>\$ 127,576</u>	<u>\$ (8,940)</u>
Balance at June 30, 2024	<u>\$ 2,008,890</u>	<u>\$ 1,605,776</u>	<u>\$ 403,114</u>

**G. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability of the Authority if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2024:

	<u>1% Decrease in Discount Rate (4.75%)</u>	<u>Current Discount Rate (5.75%)</u>	<u>1% Increase in Discount Rate (6.75%)</u>
Net OPEB liability	<u>\$ 597,525</u>	<u>\$ 403,114</u>	<u>\$ 230,127</u>

**H. Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend Rates**

The following presents the net OPEB liability of the Authority if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2024:

	<u>1% Decrease in Healthcare Costs Trend Rate</u>	<u>Current Healthcare Costs Trend Rate</u>	<u>1% Increase in Healthcare Costs Trend Rate</u>
Net OPEB liability	<u>\$ 207,692</u>	<u>\$ 403,114</u>	<u>\$ 628,937</u>

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 15 - OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONT'D)**

**I. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB**

For the fiscal year ended June 30, 2024, the Authority recognized OPEB expense of \$137,264. As of fiscal year ended June 30, 2024, the Authority recognized deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ (124,338)	\$ 131,408
Changes of assumptions	(169,317)	83,369
Net difference between projected and actual earnings on plan investments	-	122,077
Total	\$ (293,655)	\$ 336,854

Amounts currently recognized as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense as follows:

Fiscal year ending June 30,	Deferred Outflows and Inflows of Resources
2025	\$ 39,196
2026	58,654
2027	(920)
2028	(10,752)
2029	(10,800)
Thereafter	(32,179)
	\$ 43,199

**NOTE 16 - BLENDED COMPONENT UNIT**

On May 11, 2010, the Authority established San Mateo County Housing Authority, Inc. (SAMCHAI), a not-for-profit affiliate of the Authority for the purpose of purchasing the Midway Village improvements that includes 35 building with 150 housing units. On March 29, 2013, the Board of Commissioners approved a resolution that will enable the Authority to sell the improvements to SAMCHAI for \$1, lease the property land to SAMCHAI for \$1 per annum and execute the Management Agreement between the Authority and SAMCHAI, which pays a property management fee to the Authority of 6% of each month's gross receipts as the sum of all tenant receipts plus the sum of all Housing Assistance Payment from the Authority. Effective July 1, 2022, the Midway Village improvements have been transferred from SAMCHAI to the Authority as part of the transition of ownership of units from the Authority to MidPen Housing.

Effective December 01, 2017, the Authority converted the 30 units of El Camino Village through the Rental Assistance Demonstration Program (RAD) from public housing units into project-based voucher units under the ownership of SAMCHAI.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 16 - BLENDED COMPONENT UNIT (CONT'D)**

The following financial statement of SAMCHAI is included in the Authority's basic financial statements for fiscal year ended June 30, 2024:

**BLENDED COMPONENT UNIT - STATEMENT OF NET POSITION**

**ASSETS**

Current Assets:

Cash and cash equivalents	\$ 1,724,937
Restricted cash and cash equivalents	1,272,349
Accounts receivable, net	1,046
Interest receivable	29,994
Prepaid expenses	<u>4,538</u>
Total current assets	3,032,864
Capital assets, net of accumulated depreciation	<u>2,604,173</u>
Total noncurrent assets	<u>2,604,173</u>
Total assets	<u><u>\$ 5,637,037</u></u>

**LIABILITIES**

Current liabilities:

Accounts payable and accrued liabilities	\$ 38,191
Accrued wages, benefits, and current portion of compensated absences	29,620
Unearned revenue	3,342
Current portion of mortgage payable	<u>895</u>
Total current liabilities	<u>72,048</u>

Noncurrent liabilities:

Tenant security deposits	44,326
Accrued compensated absences, net of current portion	33,164
Other noncurrent liabilities	<u>28,651</u>
Total noncurrent liabilities	<u>106,141</u>
Total liabilities	<u>178,189</u>

**NET POSITION**

Net investment in capital assets	2,574,627
Restricted	1,228,023
Unrestricted	<u>1,656,198</u>
Total net position	<u>5,458,848</u>
Total liabilities and net position	<u><u>\$ 5,637,037</u></u>

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

**NOTE 16 - BLENDED COMPONENT UNIT (CONT'D)**

**BLENDED COMPONENT UNIT - STATEMENT OF REVENUES,  
EXPENSES, AND CHANGES IN NET POSITION**

**OPERATING REVENUES**

Tenant rental income	\$	340,174
HUD PHA grants		142,909
Other revenues		<u>18,740</u>
Total operating revenue		<u>501,823</u>

**OPERATING EXPENSES**

Administration		272,212
Utilities		64,399
Repairs and maintenance		176,104
General expenses		43,627
Depreciation expense		<u>248,726</u>
Total operating expenses		<u>805,068</u>

**OPERATING LOSS** (303,245)

**NONOPERATING REVENUES**

Interest income, net		110,195
Investment return (net)		<u>61,789</u>
Total non-operating revenues		<u>171,984</u>

Change in net position (131,261)

Net position - beginning of year 5,590,109

Net position - end of year \$ 5,458,848

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
NOTES TO BASIC FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 17 - RESTRICTED NET POSITION**

Restricted Net Position consists of restricted assets that do not have a related liability. The following restricted asset is included in Restricted Net Position at June 30, 2024:

Purpose	Amount
Replacement reserve	\$ 1,228,023
Restricted HAP equity	618,185
Total	\$ 1,846,208

**NOTE 18 - LEGAL MATTERS**

Periodically, during the ordinary course of performing business, the Authority is involved in certain legal matters. Management practice is to record a contingent when it is probable that the future event will occur, and the amount of the liability can be reasonably estimated. As of June 30, 2024, there were no outstanding claims identified by the Authority’s Counsel that required recognition in the Authority’s financial statements.

**NOTE 19 - SUBSEQUENT EVENTS**

Management has evaluated subsequent events through November 05, 2024, the date at which the financial statements were available to be issued and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

**REQUIRED SUPPLEMENTARY INFORMATION - (UNAUDITED)**

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS**  
**AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS**

<b>Total OPEB liability</b>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Service cost	\$ 61,831	\$ 74,419	\$ 59,119	\$ 48,689	\$ 58,323	\$ 30,361	\$ 31,441
Interest on the total OPEB liability	111,570	97,068	86,701	92,208	92,361	75,688	71,011
Differences between expected and actual experience	51,395	(91,166)	129,451	(22,616)	(71,818)	(39,675)	26,790
Changes in assumptions	(82,351)	(49,031)	(60,465)	32,935	(44,226)	213,668	(21,886)
Benefit payments	<u>(23,809)</u>	<u>(15,720)</u>	<u>(29,650)</u>	<u>(32,772)</u>	<u>(22,999)</u>	<u>(13,113)</u>	<u>(36,744)</u>
Net change in total OPEB liability	118,636	15,570	185,156	118,444	11,641	266,929	70,612
Total OPEB liability - beginning	<u>1,890,254</u>	<u>1,874,684</u>	<u>1,689,528</u>	<u>1,571,084</u>	<u>1,559,443</u>	<u>1,292,514</u>	<u>1,221,902</u>
Total OPEB liability - ending	<u>\$ 2,008,890</u>	<u>\$ 1,890,254</u>	<u>\$ 1,874,684</u>	<u>\$ 1,689,528</u>	<u>\$ 1,571,084</u>	<u>\$ 1,559,443</u>	<u>\$ 1,292,514</u>
<b>Plan fiduciary net position</b>							
Contributions - employer	\$ 96,858	\$ 116,221	\$ 77,094	\$ 74,247	\$ 92,851	\$ 52,144	\$ 54,749
Net investment income	55,258	51,126	(189,067)	170,782	64,314	76,735	43,457
Benefit payments	(23,809)	(15,720)	(29,650)	(32,772)	(22,998)	(13,113)	(6,429)
Administrative expense	<u>(731)</u>	<u>(684)</u>	<u>(727)</u>	<u>(665)</u>	<u>(585)</u>	<u>(501)</u>	<u>(472)</u>
Net change in plan fiduciary net position	127,576	150,943	(142,350)	211,592	133,582	115,265	91,305
Plan fiduciary net position - beginning	<u>1,478,200</u>	<u>1,327,257</u>	<u>1,469,607</u>	<u>1,258,015</u>	<u>1,124,434</u>	<u>1,009,169</u>	<u>917,864</u>
Plan fiduciary net position - ending	<u>\$ 1,605,776</u>	<u>\$ 1,478,200</u>	<u>\$ 1,327,257</u>	<u>\$ 1,469,607</u>	<u>\$ 1,258,016</u>	<u>\$ 1,124,434</u>	<u>\$ 1,009,169</u>
Plan net OPEB liability	\$ 403,114	\$ 412,054	\$ 547,427	\$ 219,921	\$ 313,068	\$ 435,009	\$ 283,345
Plan's fiduciary net position as a percentage of the total OPEB liability	79.93 %	78.20 %	70.80 %	86.98 %	80.07 %	72.10 %	78.08 %
Covered payroll	\$ 4,321,637	\$ 3,688,399	\$ 4,486,607	\$ 4,319,078	\$ 3,949,071	\$ 3,644,488	\$ 3,351,463
Authority's net OPEB liability as a percentage of covered payroll	9.33 %	11.17 %	12.20 %	5.09 %	7.93 %	11.94 %	8.45 %

**Note:**

Fiscal year 2018 was the first year of implementation of GASB Statement No. 75, therefore only seven years of information is shown

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
SCHEDULE OF OPEB CONTRIBUTIONS  
AS OF JUNE 30, FOR THE LAST TEN FISCAL YEARS**

<b>Measurement Date as of June 30,</b>	<b>Actuarially Determined Contribution (ADC)</b>	<b>Contributions in Relation to the ADC</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered payroll</b>	<b>Contributions as a % of Covered Payroll</b>
2024	\$ 96,858	\$ 96,858	\$ -	\$ 4,321,637	2.24 %
2023	\$ 116,221	\$ 116,221	\$ -	\$ 3,688,399	3.15 %
2022	\$ 77,094	\$ 77,094	\$ -	\$ 4,486,607	1.72 %
2021	\$ 74,247	\$ 74,247	\$ -	\$ 4,319,078	1.72 %
2020	\$ 92,851	\$ 92,851	\$ -	\$ 3,949,071	2.35 %
2019	\$ 52,144	\$ 52,144	\$ -	\$ 3,644,488	1.43 %
2018	\$ 54,749	\$ 54,749	\$ -	\$ 3,351,463	1.63 %

**Note:**

- Historical information is required only for measurement periods for which GASB 75 is applicable. In the future, as data becomes available, ten years of information will be presented.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2024**

**1. Changes in benefit terms**

There have been no actuarially material changes to the benefit terms.

**2. Changes in assumptions**

There have been no changes in actuarial assumptions.

## OTHER SUPPLEMENTARY INFORMATION

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**COMBINING STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

	Moving to Work	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care	SAMCHAI	Total Local fund	Interfund Elimination	Total
<b>Assets</b>									
Current assets:									
Cash and investment	\$ 10,282,003	\$ 262,194	\$ 133,666	\$ 89,900	\$ 594,926	\$ 1,724,937	\$ 22,433,650	\$ -	\$ 35,521,276
Accounts receivable - HUD	81,392	-	596,325	-	715,506	-	-	-	1,393,223
Accounts receivable - tenants	-	-	-	-	-	1,046	1,305	-	2,351
Accounts receivable - other	332,221	-	1,302	173,142	-	-	107,735	-	614,400
Accrued interest receivable	76,435	-	-	-	-	29,994	212,060	-	318,489
Current portion of notes receivable	5,912	-	-	-	-	-	-	-	5,912
Current portion of lease receivable	-	-	-	-	-	-	62,318	-	62,318
Prepaid expenses and other assets	157,957	18,930	10,197	8,065	11,660	4,538	21,963	-	233,310
Due from other funds	-	-	-	-	-	-	1,428,352	(1,428,352)	-
<b>Total current assets</b>	<b>10,935,920</b>	<b>281,124</b>	<b>741,490</b>	<b>271,107</b>	<b>1,322,092</b>	<b>1,760,515</b>	<b>24,267,383</b>	<b>(1,428,352)</b>	<b>38,151,279</b>
Restricted cash:									
Tenant security deposits	-	-	-	-	-	44,326	239,373	-	283,699
Replacement reserve	-	-	-	-	-	1,228,023	-	-	1,228,023
Restricted HAP equity	-	519,648	-	98,537	-	-	-	-	618,185
<b>Total restricted cash</b>	<b>-</b>	<b>519,648</b>	<b>-</b>	<b>98,537</b>	<b>-</b>	<b>1,272,349</b>	<b>239,373</b>	<b>-</b>	<b>2,129,907</b>
Noncurrent assets:									
Notes receivable, net of current portion	25,275,188	-	-	-	-	-	3,610,768	-	28,885,956
Lease receivable, net of current portion	-	-	-	-	-	-	21,024,970	-	21,024,970
Other noncurrent assets	-	-	-	-	-	-	3,054,680	-	3,054,680
<b>Total noncurrent assets</b>	<b>25,275,188</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,690,418</b>	<b>-</b>	<b>52,965,606</b>
Capital assets									
Capital assets	-	-	-	-	-	8,310,978	22,472,383	-	30,783,361
Less accumulated depreciation	-	-	-	-	-	(5,706,805)	(17,064,922)	-	(22,771,727)
<b>Total capital assets, net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,604,173</b>	<b>5,407,461</b>	<b>-</b>	<b>8,011,634</b>
<b>Total assets</b>	<b>36,211,108</b>	<b>800,772</b>	<b>741,490</b>	<b>369,644</b>	<b>1,322,092</b>	<b>5,637,037</b>	<b>57,604,635</b>	<b>(1,428,352)</b>	<b>101,258,426</b>
Deferred outflow of resources - OPEB	283,890	23,787	15,322	13,855	-	-	-	-	336,854
<b>Total assets and deferred outflow of resources</b>	<b>\$ 36,494,998</b>	<b>\$ 824,559</b>	<b>\$ 756,812</b>	<b>\$ 383,499</b>	<b>\$ 1,322,092</b>	<b>\$ 5,637,037</b>	<b>\$ 57,604,635</b>	<b>\$ (1,428,352)</b>	<b>\$ 101,595,280</b>

The accompanying notes are an integral part of these financial statements

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**COMBINING STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

	Moving to Work	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care	SAMCHAI	Total Local fund	Interfund Elimination	Total
<b>Liabilities</b>									
Current liabilities:									
Accounts payable	\$ 482,552	\$ 24,038	\$ 10,691	\$ 8,551	\$ 246,083	\$ 38,191	\$ 17,857	\$ -	\$ 827,963
Accounts payable - HUD	87,663	-	-	-	-	-	-	-	87,663
Accrued compensated absences - current	365,988	25,379	17,242	7,385	-	24,901	559	-	441,454
Accrued salaries and wages	87,595	9,627	4,233	3,645	8,009	4,719	12,087	-	129,915
Accrued liabilities	-	-	-	-	-	-	403,125	-	403,125
Unearned revenue	-	-	-	176,718	-	3,342	163,609	-	343,669
Current portion of mortgage payable	-	-	-	-	-	895	-	-	895
Due to other funds	-	-	360,352	-	1,068,000	-	-	(1,428,352)	-
Total current liabilities	<u>1,023,798</u>	<u>59,044</u>	<u>392,518</u>	<u>196,299</u>	<u>1,322,092</u>	<u>72,048</u>	<u>597,237</u>	<u>(1,428,352)</u>	<u>2,234,684</u>
Payable from restricted cash:									
Tenant security deposits	-	-	-	-	-	44,326	239,374	-	283,700
Total payable from restricted cash	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,326</u>	<u>239,374</u>	<u>-</u>	<u>283,700</u>
Noncurrent liabilities:									
Accrued compensated absences - noncurrent	172,014	12,444	8,894	3,724	-	33,164	23	-	230,263
Net OPEB liability	339,732	28,466	18,336	16,580	-	-	-	-	403,114
Other noncurrent liabilities	1,488,824	-	-	-	-	-	14,084	-	1,502,908
Long-term mortgage payable	-	-	-	-	-	28,651	-	-	28,651
Total noncurrent liabilities	<u>2,000,570</u>	<u>40,910</u>	<u>27,230</u>	<u>20,304</u>	<u>-</u>	<u>61,815</u>	<u>14,107</u>	<u>-</u>	<u>2,164,936</u>
Total liabilities	<u>3,024,368</u>	<u>99,954</u>	<u>419,748</u>	<u>216,603</u>	<u>1,322,092</u>	<u>178,189</u>	<u>850,718</u>	<u>(1,428,352)</u>	<u>4,683,320</u>
Deferred inflow of resources									
Deferred inflow of resources - OPEB	247,483	20,737	13,357	12,078	-	-	-	-	293,655
Deferred inflow - leases	-	-	-	-	-	-	20,586,589	-	20,586,589
Total deferred inflow of resources	<u>247,483</u>	<u>20,737</u>	<u>13,357</u>	<u>12,078</u>	<u>-</u>	<u>-</u>	<u>20,586,589</u>	<u>-</u>	<u>20,880,244</u>
Total liabilities and deferred inflow of resources	<u>3,271,851</u>	<u>120,691</u>	<u>433,105</u>	<u>228,681</u>	<u>1,322,092</u>	<u>178,189</u>	<u>21,437,307</u>	<u>(1,428,352)</u>	<u>25,563,564</u>
<b>Net position:</b>									
Net investment in capital assets	-	-	-	-	-	2,574,627	5,407,461	-	7,982,088
Restricted	-	519,648	-	98,537	-	1,228,023	-	-	1,846,208
Unrestricted	<u>33,223,147</u>	<u>184,220</u>	<u>323,707</u>	<u>56,281</u>	<u>-</u>	<u>1,656,198</u>	<u>30,759,867</u>	<u>-</u>	<u>66,203,420</u>
Total net position	<u>33,223,147</u>	<u>703,868</u>	<u>323,707</u>	<u>154,818</u>	<u>-</u>	<u>5,458,848</u>	<u>36,167,328</u>	<u>-</u>	<u>76,031,716</u>
Total liabilities and net position	<u>\$ 36,494,998</u>	<u>\$ 824,559</u>	<u>\$ 756,812</u>	<u>\$ 383,499</u>	<u>\$ 1,322,092</u>	<u>\$ 5,637,037</u>	<u>\$ 57,604,635</u>	<u>\$ (1,428,352)</u>	<u>\$ 101,595,280</u>

The accompanying notes are an integral part of these financial statements

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	Moving to Work	Housing Choice Vouchers	Mainstream Vouchers	Emergency Housing Vouchers	Continuum of Care	SAMCHAI	Total Local fund	Interfund Elimination	Total
<b>Operating Revenues</b>									
Rental revenue - tenant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,174	\$ 3,360,976	\$ -	\$ 3,701,150
HUD PHA grants	109,520,902	11,558,339	6,989,327	5,848,017	10,548,375	142,909	-	(142,909)	144,464,960
Other operating revenue	444,746	-	-	760,567	4,439	18,740	259,990	-	1,488,482
Total operating revenues	<u>109,965,648</u>	<u>11,558,339</u>	<u>6,989,327</u>	<u>6,608,584</u>	<u>10,552,814</u>	<u>501,823</u>	<u>3,620,966</u>	<u>(142,909)</u>	<u>149,654,592</u>
<b>Operating Expenses</b>									
Administration	5,013,089	520,161	307,918	283,300	634,511	272,212	556,925	-	7,588,116
Tenant services	817,810	-	-	70,156	-	-	196,629	-	1,084,595
Utilities	-	-	-	-	-	64,399	300,061	-	364,460
Ordinary maintenance and operations	8,347	1,005	539	427	620	176,104	421,200	-	608,242
General expenses	3,034,072	107,413	61,925	778,893	978,598	43,627	325,958	-	5,330,486
Depreciation and amortization	345,369	37,182	17,979	11,476	-	248,726	240,908	-	901,640
Housing assistance payments	99,092,937	10,420,611	6,482,105	5,356,646	8,939,085	-	-	(142,909)	130,148,475
Total operating expenses	<u>108,311,624</u>	<u>11,086,372</u>	<u>6,870,466</u>	<u>6,500,898</u>	<u>10,552,814</u>	<u>805,068</u>	<u>2,041,681</u>	<u>(142,909)</u>	<u>146,026,014</u>
Operating income (loss)	<u>1,654,024</u>	<u>471,967</u>	<u>118,861</u>	<u>107,686</u>	<u>-</u>	<u>(303,245)</u>	<u>1,579,285</u>	<u>-</u>	<u>3,628,578</u>
<b>Nonoperating Revenues and Expenses</b>									
Interest expenses leased assets	(4,947)	(533)	(258)	(164)	-	-	-	-	(5,902)
Interest income, net	253,788	-	-	-	-	110,195	1,240,911	-	1,604,894
Investment return/( loss), net	155,814	-	1,550	(1,545)	-	61,789	282,491	-	500,099
Total nonoperating revenues & expenses	<u>404,655</u>	<u>(533)</u>	<u>1,292</u>	<u>(1,709)</u>	<u>-</u>	<u>171,984</u>	<u>1,523,402</u>	<u>-</u>	<u>2,099,091</u>
Change in net position	2,058,679	471,434	120,153	105,977	-	(131,261)	3,102,687	-	5,727,669
Net position, beginning of year	<u>31,164,468</u>	<u>232,434</u>	<u>203,554</u>	<u>48,841</u>	<u>-</u>	<u>5,590,109</u>	<u>33,064,641</u>	<u>-</u>	<u>70,304,047</u>
Net position, end of year	<u>\$ 33,223,147</u>	<u>\$ 703,868</u>	<u>\$ 323,707</u>	<u>\$ 154,818</u>	<u>\$ -</u>	<u>\$ 5,458,848</u>	<u>\$ 36,167,328</u>	<u>\$ -</u>	<u>\$ 76,031,716</u>

The accompanying notes are an integral part of these financial statements

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**COMBINING STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Total Moving to Work</u>	<u>Housing Choice Vouchers</u>	<u>Mainstream Vouchers</u>	<u>Emergency Housing Vouchers</u>	<u>Continuum of Care</u>	<u>SAMCHAI</u>	<u>Local Fund</u>	<u>Interfund Elimination</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>									
Cash Collected from:									
Dwelling rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 352,456	\$ 3,365,586	\$ -	\$ 3,718,042
Subsidy from federal grants	109,566,590	11,558,339	6,493,506	5,852,308	10,140,053	142,909	-	-	143,753,705
Repayments	79,062	2,270	9,575	3,693	-	-	-	-	94,600
Portable voucher receipts	393,622	-	-	697,542	-	-	-	-	1,091,164
Other miscellaneous	301,469	-	-	-	5,577	13,515	433,432	-	753,993
Cash paid for:									
Housing assistance payments	(100,224,355)	(10,430,746)	(6,427,472)	(6,162,705)	(9,010,224)	-	-	-	(132,255,502)
Employee expenses	(5,185,204)	(429,847)	(272,895)	(246,858)	(648,554)	(284,723)	(359,981)	-	(7,428,062)
Administrative expenses	(2,694,327)	(185,901)	(101,771)	(99,379)	(727,858)	(162,840)	(908,422)	-	(4,880,498)
Maintenance expenses	(8,347)	(1,005)	(539)	(427)	(620)	(110,488)	(90,702)	-	(212,128)
Other expenses	-	-	-	-	-	-	(210,663)	-	(210,663)
Net cash provided by/(used in) operating activities	<u>2,228,510</u>	<u>513,110</u>	<u>(299,596)</u>	<u>44,174</u>	<u>(241,626)</u>	<u>(49,171)</u>	<u>2,229,250</u>	<u>-</u>	<u>4,424,651</u>
<b>Cash flows from noncapital &amp; related financing activities:</b>									
Interfund payments	-	-	-	-	-	-	(760,352)	760,352	-
Interfund receipts	-	-	360,352	-	400,000	-	-	(760,352)	-
Net cash provided by/(used in) noncapital & related financing activities	<u>-</u>	<u>-</u>	<u>360,352</u>	<u>-</u>	<u>400,000</u>	<u>-</u>	<u>(760,352)</u>	<u>-</u>	<u>-</u>
<b>Cash flows from capital and related financing activities:</b>									
Acquisition of capital assets	-	-	-	-	-	(76,139)	(107,207)	-	(183,346)
Principal paid on right to use leased assets	(363,965)	(39,184)	(18,948)	(12,093)	-	-	-	-	(434,190)
Interest paid on right to use leased assets	(4,947)	(532)	(257)	(165)	-	-	-	-	(5,901)
Net cash (used in capital and related financing activities)	<u>(368,912)</u>	<u>(39,716)</u>	<u>(19,205)</u>	<u>(12,258)</u>	<u>-</u>	<u>(76,139)</u>	<u>(107,207)</u>	<u>-</u>	<u>(623,437)</u>
<b>Cash flows from investing activities:</b>									
Principal received from loans and investment	4,855	-	-	-	-	-	4,940,248	-	4,945,103
Cash disbursed for loans	(47,224)	-	-	-	-	-	-	-	(47,224)
Interest received from loans	71,808	-	-	-	-	-	-	-	71,808
Fair value gain (loss) of investments	155,814	-	1,550	(1,545)	-	61,789	282,491	-	500,099
Interest received from investments	264,049	-	-	-	-	104,315	627,904	-	996,268
Net cash provided by/(used in) investing activities	<u>449,302</u>	<u>-</u>	<u>1,550</u>	<u>(1,545)</u>	<u>-</u>	<u>166,104</u>	<u>5,850,643</u>	<u>-</u>	<u>6,466,054</u>
Net change in cash & cash equivalents	2,308,900	473,394	43,101	30,371	158,374	40,794	7,212,334	-	10,267,268
Cash & cash equivalents, beginning of year	7,973,103	308,448	90,565	158,066	436,552	2,956,492	15,460,689	-	27,383,915
Cash & cash equivalents, end of year	<u>\$ 10,282,003</u>	<u>\$ 781,842</u>	<u>\$ 133,666</u>	<u>\$ 188,437</u>	<u>\$ 594,926</u>	<u>\$ 2,997,286</u>	<u>\$ 22,673,023</u>	<u>\$ -</u>	<u>\$ 37,651,183</u>

The accompanying notes are an integral part of these financial statements

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO**  
**COMBINING STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Total Moving to Work</u>	<u>Housing Choice Vouchers</u>	<u>Mainstream Vouchers</u>	<u>Emergency Housing Vouchers</u>	<u>Continuum of Care</u>	<u>SAMCHAI</u>	<u>Local Fund</u>	<u>Interfund Elimination</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>									
<b>Reconciliation of operating income (loss) to net cash provided by/(used in) operating activities:</b>									
Operating income (loss)	\$ 1,654,024	\$ 471,967	\$ 118,861	\$ 107,686	\$ -	\$ (303,245)	\$ 1,579,285	\$ -	\$ 3,628,578
Adjustments to reconcile operating income (loss) to net cash provided by/(used in) operating activities:									
Depreciation and amortization expenses	345,369	37,182	17,979	11,476	-	248,726	240,908	-	901,640
Bad debt expense	20,487	1,398	4,445	544	1,850	(90)	27,081	-	55,715
Change in operating assets and liabilities:									
Accounts receivable - HUD	45,688	-	(495,821)	74,447	(408,322)	-	-	-	(784,008)
Accounts receivable - tenant	-	-	-	-	-	(956)	(21,971)	-	(22,927)
Lease receivable	-	-	-	-	-	-	481,052	-	481,052
Accounts receivable - other	47,647	(1,398)	64,830	(78,272)	595	687	112,527	-	146,616
Prepaid expenses and other assets	19,059	2,250	1,136	981	1,406	(214)	1,836	-	26,454
Due from other funds	-	-	-	-	1,138	-	-	(1,138)	-
Accounts payable	276,991	5,372	4,787	2,159	185,265	2,381	(8,113)	-	468,842
Accrued compensated absences	(26,397)	7,635	(1,361)	8,641	-	4,288	(15,503)	-	(22,697)
Accrued salaries and wages	(189,026)	(12,929)	(11,421)	(10,644)	(23,558)	(8,074)	(5,873)	-	(261,525)
Accrued liabilities	-	-	-	-	-	(895)	63,054	-	62,159
Unearned revenue	-	-	-	(70,156)	-	419	(234,865)	-	(304,602)
Tenant security deposit	-	-	-	-	-	7,802	10,970	-	18,772
Due to other funds	-	-	-	-	-	-	(1,138)	1,138	-
Net OPEB liability	34,668	1,633	(3,031)	(2,688)	-	-	-	-	30,582
Net cash provided by/(used in) operating activities	<u>\$ 2,228,510</u>	<u>\$ 513,110</u>	<u>\$ (299,596)</u>	<u>\$ 44,174</u>	<u>\$ (241,626)</u>	<u>\$ (49,171)</u>	<u>\$ 2,229,250</u>	<u>\$ -</u>	<u>\$ 4,424,651</u>

The accompanying notes are an integral part of these financial statements

## COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners,  
Housing Authority of the County of San Mateo  
Belmont, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Housing Authority of the County of San Mateo (the "Authority") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated November 05, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Harshmal & Company LLP*

Oakland, California  
November 05, 2024

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY UNIFORM GUIDANCE**

To the Board of Commissioners,  
Housing Authority of the County of San Mateo  
Belmont, California

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Housing Authority of the County of San Mateo's (the "Authority") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2024. Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Harshmal & Company LLP*

Oakland, California  
November 05, 2024

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2024**

<u>Federal Grantor / Pass-Through Grantor / Program Title</u>	<u>Federal Assistance Listing Number</u>	<u>Federal Expenditures</u>
<b>U.S. Department of Housing and Urban Development:</b>		
Direct Awards		
Moving to Work Demonstration Program:		
Housing Choice Vouchers	14.881	\$ <u>108,732,693</u>
Total Moving to Work Demonstration Program		<u>108,732,693</u>
Housing Voucher Cluster:		
Housing Choice Vouchers	14.871	11,558,339
Mainstream Vouchers	14.879	6,989,327
Emergency Housing Vouchers	14.871	<u>5,848,017</u>
Total Housing Voucher Cluster		<u>24,395,683</u>
Other Programs:		
ROSS-FSS Coordinator	14.896	788,209
Continuum of Care	14.267	<u>10,546,964</u>
Total Other Programs		<u>11,335,173</u>
Total U.S. Department of Housing and Urban Development		<u>144,463,549</u>
Total Expenditures of Federal Awards		<u>\$ 144,463,549</u>

See accompanying notes to schedule of expenditures of federal awards.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
NOTES TO SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS  
JUNE 30, 2024**

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of the Housing Authority of the County of San Mateo (the "Authority") under programs of the federal government for the year ended June 30, 2024. The information in this schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position or cash flows of the Authority.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as reimbursement.

**NOTE 3 - INDIRECT COST RATE**

The Authority has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**NOTE 4 - SUBRECIPIENTS**

Of the federal expenditures presented in the schedule, the Authority provided no awards to subrecipients.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
• Material weaknesses identified?	No
• Significant deficiencies identified?	None reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
• Material weaknesses identified?	No
• Significant deficiencies identified not considered being material weakness?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with <i>2 CFR 200.516(a)</i> ?	No

**Identification of major programs:**

Federal Assistance Listing Number	Name of Federal Program or Cluster
14.881	Moving to Work Demonstration Program

Dollar threshold used to distinguish between type A and type B programs:	\$3,000,000
Auditee qualified as low-risk auditee?	Yes

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024**

**SECTION II - FINANCIAL STATEMENT FINDINGS**

No matters were reported.

**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No matters were reported.

**HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO  
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024**

The Authority had no finding noted in the prior year that requires a status.