

Funding Application

Section 8 Tenant-Based Assistance
Rental Certificate Program
Rental Voucher Program

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

OMB Approval No. 2577-0169
(exp. 9/30/2010)

Send the original and two copies of this application form and attachments to the local HUD Field Office

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Eligible applicants (HAs) must submit this information when applying for grant funding for tenant-based housing assistance programs under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). HUD will use the information to evaluate an application based on selection criteria stated in the Notice of Funding Availability (NOFA). HUD will notify the HA of its approval/disapproval of the funding application. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

Name and Mailing Address of the Housing Agency (HA) requesting housing assistance payments

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

CA001
ucciferrit@sflha.org
Tel: (415) 751-3283
Fax: (415) 715-5991

Application/Project No. (HUD use only)

Do you have an ACC with HUD	No	Yes	Date of Application	Legal Area of Operation (area in which the HA has authority under State and local law to administer the program)
for Section 8 Certificates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/23/2009	SAN FRANCISCO, CA
for Section 8 Vouchers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

A. Area(s) From Which Families To Be Assisted Will Be Drawn.
Locality (city, town, etc.)

Locality (city, town, etc.)	County	Congressional District	Units
CITY AND COUNTY OF SAN FRANCISCO	SAN FRANCISCO	8TH	100

B. Proposed Assisted Dwelling Units. (Complete this section based on the unit sizes of the applicants at the top of the waiting list)	Number of Dwelling Units by Bedroom Size							Total Dwelling Units
	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6+BR	
Certificates								
Vouchers	15	30	40	10	5			100

C. Average Monthly Adjusted Income. Complete this section based on actual incomes of current participants by unit size. Enter average monthly adjusted income for each program separately and only for the unit sizes requested in Section B.

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6+BR
Certificates	\$	\$	\$	\$	\$	\$	\$
Vouchers	\$ 728	\$ 925	\$ 1132	\$ 1521	\$ 1621	\$	\$

D. Need for Housing Assistance. Demonstrate that the project requested in this application is responsive to the condition of the housing stock in the community and the housing assistance needs of low-income families residing in or expected to reside in the community. (If additional space is needed, add separate pages.)

13524 Applicants on Section 8 Wait List
24609 Applicants on Public Housing Wait List.
2373 Families enrolled in Family Unification effort with San Francisco Human Services.

E. Housing Quality Standards (HQS). (Check applicable box)

HUD's HQS will be used with no modifications Attached for HUD approval are HQS acceptability criteria variations

F. New HA Information. Complete this section if HA currently does not administer a tenant-based certificate or voucher program.

Financial and Administrative Capability. Describe the experience of the HA in administering housing or other programs and provide any other relevant information which evidences present or potential management capability for the proposed rental assistance program. Submit this narrative on a separate page.

Qualification as an HA. Demonstrate that the applicant qualifies as an HA and is legally qualified and authorized to administer the funds applied for in this application. Submit the relevant enabling legislation and a supporting legal opinion.

Note: If this application is approved, the HA must submit for HUD approval a utility allowance schedule and budget documents.

G. Certifications. The following certifications are incorporated as a part of this application form. The signature on the last page of this application of the HA representative authorized to sign the application signifies compliance with the terms of these certifications.

Equal Opportunity Certification

The Housing Agency (HA) certifies that:

- (1) The HA will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto (24 CFR Part 1) which state that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will take any measures necessary to effectuate this agreement.
- (2) The HA will comply with the Fair Housing Act (42 U.S.C. 3601-19) and regulations issued pursuant thereto (24 CFR Part 100) which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- (3) The HA will comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance and HUD regulations (24 CFR Part 107).
- (4) The HA will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8) which state that no otherwise qualified individual with handicaps in the United States shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- (5) The HA will comply with the provisions of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146) which state that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance.
- (6) The Housing Agency will comply with the provisions of Title II of the Americans with Disabilities Act (42 U.S.C. 12131) and regulations issued pursuant thereto (28 CFR Part 35) which state that subject to the provisions of Title II, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

The following provisions apply only to housing assisted with Project-Based Certificates:

- (7) The HA will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1) which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity.
- (8) The HA will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and regulations issued pursuant thereto (24 CFR Part 135), which require that, to the greatest extent feasible, opportunities for training and employment be given to low-income persons residing within the unit of local government for metropolitan area (or non-metropolitan county) in which the project is located.

Certification Regarding Lobbying

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

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

Certification Regarding Drug-Free Workplace Requirements

Instructions for Drug-Free Workplace Requirements Certification:

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplace(s) at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All *direct charge* employees; (ii) All *indirect charge* employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees or subrecipients or subcontractors in covered workplaces).

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

San Francisco Housing Authority
Administration Building
440 Turk Street
San Francisco, CA 94102

San Francisco Housing Authority
Section 8 Housing Department
1815 Egbert Avenue
San Francisco, CA 94124

Check if there are workplaces on file that are not identified here.

Housing Agency Signature

Signature of HA Representative

Print or Type Name of Signatory

Henry A. Alvarez III, Executive Director

Phone No.

(415) 554-1297

Date



SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET
SAN FRANCISCO, CA 94102 • (415)554-1200

January 23, 2009

Ms. Paula Blunt
General Deputy Secretary Assistance for Public and Indian Housing
Office of Public and Indian Housing
U.S. Department of Housing and Urban Development
451 Seventh Street, S.W.
Washington, DC 20410

Dear Ms. Blunt:

The San Francisco Housing Authority (SFHA) is pleased to submit this application for funding for the 2008 Family Unification Program (FUP).

We are requesting FUP 100 vouchers to serve the needs of Family Unification Program eligible families and youth. In recognition of the fact that funding under this NOFA is limited, the SFHA would accept a minimum of 50 vouchers.

I certify that SFHA has consulted with the San Francisco Human Services Agency (SF-HSA) on the preparation of this grant request and to ensure successful implementation of welfare reform for the families and youths receiving rental assistance under FUP. We have documented our agreement with SF-HSA in regards to FUP in the MOU included in this application. SF-HSA is the agency responsible for the administration of welfare reform in the City and County of San Francisco. In California, welfare reform is administered at the County level.

Thank you very much for your consideration of this application for funding.

Sincerely,



Henry A. Alvarez III
Executive Director

Cc: Trent Rhorer, SF-HSA Executive Director

**San Francisco Housing Authority
Family Unification Program Application**

Narrative

**Threshold Criteria 1:
Unmet Housing Needs**

The San Francisco Housing Authority (SFHA) is requesting a total of 100 FUP vouchers, which will serve both FUP-eligible families and FUP-eligible youths, as defined under the NOFA. There is ample evidence documenting the need for at least 100 vouchers for these households.

Housing Affordability Barriers for San Francisco Families

Like many other cities throughout the nation, San Francisco's rental housing market is growing increasingly out of reach for most low income families. Housing costs have been rising much faster than wages, forcing more and more families into "unaffordable" rent burdens (paying more than 30% of their income for rent), housing instability and homelessness. This phenomenon is particularly acute in prosperous metropolitan areas like San Francisco, where growth in the housing supply has not kept up with jobs and population growth. According to the National Low Income Housing Coalition, a family would need to earn an hourly wage of \$22.86 to afford to rent a two-bed apartment, nearly four times the current federal minimum wage.

Through Project Connect, San Francisco recently began a comprehensive effort to assess community needs with an on-the-ground survey of residents in the City's most disenfranchised neighborhoods. Under the leadership of the Mayor's Office of Community Development, San Francisco's Project Connect recently conducted an in depth needs assessment of San Francisco residents. Over 80% of people surveyed reported a need for improved housing, including an increase in the number of affordable units.

Census and other demographic data indicates that the high cost of living, particularly housing costs, is forcing many families, especially those with annual incomes of \$50,000 or less, to leave San Francisco. According to the 2000 Census, families with children under 18 comprise only 18% of all San Francisco households, compared with 40% of California households.

Consolidated Plan and Other Data on Unmet Need for Affordable Housing for Families in San Francisco

The need for the requested FUP vouchers is supported by San Francisco's 2005-2009 Consolidated Plan, which estimates a total of 8,134 homeless people in the City, including 102 homeless youth under age 18. The Plan describes an unmet need for 5,263 units for individuals and 2,718 units for families with children, including 150 units for transition age youth. The Consolidated Plan clearly documents a housing gap far greater than can be met with 100 new vouchers.

There are approximately 13,525 families currently on the SFHA's Housing Choice Voucher waiting list. The list has been closed since 2001 and is not expected to open in the immediate future. It currently takes about 5-8 years before a family is offered a voucher due to the extent of the housing affordability problem in San Francisco County. Many of the families on the waiting list are homeless or are living in temporary shelters to address their immediate housing needs. In addition, there are approximately 25,000 families on the Public Housing wait list, further demonstrating the unmet need for housing in San Francisco.

The need for affordable housing is particularly acute among FUP-Eligible Families and Youth. Data on child welfare system caseloads and unmet housing needs of families and youths in the child welfare system is documented under Threshold Criteria 4.

**Threshold Criteria 2:
Efforts of PHA to Provide Area-Wide Housing Opportunities for Families**

The San Francisco Housing Authority has undertaken a wide range of voluntary efforts to provide area-wide housing opportunities for families, beyond those required by federal law or Housing Choice Voucher program regulations.

A. Housing Counseling Provided by SFHA Staff

The SFHA provides housing counseling to all HCV program participants. This counseling includes information and guidance how to lease an apartment, apartment search techniques, lease negotiations, housing discrimination, housing quality standards, tenants' rights and responsibilities, and, where appropriate, apartment maintenance, housekeeping and budgeting.

SFHA cultivates relationships with landlords throughout the City and conducts extensive outreach to landlords, including making presentations at the quarterly meetings of the San Francisco Apartment Owners Association. Landlord outreach efforts focus on identifying available units located in high cost/low poverty neighborhoods. SFHA staff provides each voucher-holder with a list of available units and encourages all applicants to seek out units outside the low cost/high poverty areas.

The Payment Standard that SFHA has established for the HCV program is at the maximum allowable level, so as to provide tenants with access to all areas of the city, including the higher cost neighborhoods. In addition, the SFHA has worked extensively with HUD to secure 120 % Exception Authority to gain access to high cost/low poverty areas for tenants seeking rental units.

B. Initiatives That Have Resulted in Expanding Housing Opportunities

The San Francisco Housing Authority has established numerous programs and initiatives designed to expand housing opportunities for our clients and open up access to all San Francisco neighborhoods.

Section 8 Project Based Voucher (PBV) Program

SFHA's project-based HCV program gives preference to projects located in low poverty areas. Several housing opportunities in the North Beach area of San Francisco, one of the most desirable neighborhoods in the city, have materialized under the PBV Program. In addition, several innovative housing opportunities for families and seniors have been created in the Mission Bay Development Area and Treasure Island.

HOPE SF Initiative

Launched in 2006 and modeled on the federal Hope VI program, HOPE SF is a locally-funded, public-private partnership led by the San Francisco Mayor's Office of Housing (MOH) in collaboration with the San Francisco Housing Authority and a diverse group of stakeholders.

The HOPE SF initiative will revitalize eight of the City's most dilapidated public housing sites and transform them into healthy, vibrant mixed-income communities. The eight targeted sites, which comprise over 2,500 public housing units (nearly 40% of the City's public housing stock) in four San Francisco neighborhoods, include Sunnydale, Alice Griffith, Hunters Point, Hunters View, Potrero Annex, Potrero Terrace, Westbrook, and Westside Courts.

HOPE SF is a unique opportunity for San Francisco to transform over 100 acres of housing and to enhance the lives of over 6,000 public housing residents by providing them with the opportunity to live in newly constructed, high quality, mixed income developments. Working with a citizen-led task force, the City's housing agencies have embraced a mixed-income model of providing housing for economically challenged families. The goal is to rebuild these 2,500 units of public housing within mixed-income neighborhoods of choice and opportunity.

HOPE SF will revitalize not only public housing structures, but will spur broader revitalization through the creation of vital, economically integrated communities. Moreover, as part of HOPE SF's human capital development strategy, existing public housing residents will have access to financial literacy, asset development and homeownership counseling services designed to help them to take advantage of opportunities to move out of public housing and into the affordable rental and affordable homeownership units in the rebuilt developments.

Public Housing Preferences for Homeless Families

SFHA and SF-HSA are currently working in partnership to develop a program that will provide families living in HSA-funded emergency shelters with rapid access to public housing units. Shelter case managers will identify families who are interested in moving to a public housing unit and refer them to SFHA public housing eligibility department. A preference will be applied which will move these families top of the waiting list, ensuring that they have swift access to a permanent housing unit and an exit from homelessness.

C. Use of Housing Choice Vouchers to Create a FUP-Like Program

SFHA has created a FUP-like program within its Housing Choice Voucher (HCV) program by identifying families on the HCV waiting list who have children in the child welfare system and who are working on a reunification plan, and providing these families with larger vouchers to enable them to secure a unit that can accommodate their reunified family. For many of these families, housing is the only obstacle to reunification and the issuing of the larger vouchers has been instrumental in ensuring that families are successfully reunified.

**Threshold Criteria 3:
Memorandum of Understanding (MOU) Between PHA and Public Child Welfare
Agency to Identify and Assist FUP-Eligible Families and FUP-Eligible Youths**

The signed MOU between SFHA and the SF-HSA is attached as a separate document.

**Threshold Criteria 4:
Public Child Welfare Agency Statement of Need for Family Unification Program.**

A. Need for FUP Vouchers

FUP-Eligible Families

San Francisco has an acute need for rental assistance for children and families involved in the child welfare system. The City and County of San Francisco has one of the highest rates of children in foster care of any county in the State. In 2007, 5,051 children under eighteen years of age residing in San Francisco were referred to Child Protective Services for allegations of child abuse or neglect. San Francisco's rate of 12.1 per 1,000 children in foster care is almost double the statewide average. Approximately 65% of San Francisco children in foster care are African American, and their rate of foster placement is 88.8 per 1,000 children, three times higher than the statewide rate for African American children.

Families involved in the child welfare system have multiple and complex issues that place children at risk of abuse or neglect. Poverty, lack of education and job skills, limited parenting skills, mental health issues and substance use are all factors that can lead to children being placed in foster care or create barriers to reunification.

Among all their many challenges, the one that most tragically affects these families is housing instability. Lack of stable housing creates stressors that can lead to the abuse and neglect of children or prevent return of children to their families. A 2009 review of San Francisco's child welfare caseload by the Human Services Agency (HSA) found that of the 700 children currently either awaiting reunification with their parents or in family maintenance status (meaning they are living with their families but still wards of the court), approximately 14% had families who were either homeless or living in an emergency shelter.

From January to December 2008, HSA worked with a total of 1,239 children either awaiting reunification or in family maintenance. Using the estimate that 14% of these children have parents who did not have permanent housing, HSA estimates that 143 of these families would have been eligible for housing assistance through the FUP Program in 2008. The availability of FUP vouchers will enable these families to secure the permanent, stable housing they need to be reunified with their children or to prevent their children from entering foster care.

Additional data also supports the need for FUP vouchers for families involved with CPS. Among parents in a sample of 50 Dependency Petitions surveyed in 2007, 15 (31%) were found to be homeless or residing in inadequate housing. All parents in this group were ordered to secure safe and stable housing in order to be considered for reunification with their minor children. HSA case workers report that the lack of adequate housing is often the only barrier preventing a family from reunifying once the parents have completed other court-ordered services (such as mental health or substance abuse treatment).

Data from San Francisco's emergency shelter system also supports the need for housing assistance for these families. There were 115 families who utilized emergency shelter services in San Francisco between July 1, 2000 and March 31, 2001. Of these, 46 (40% of the total) were involved with children's protective services.

While it is well documented that a significant number of CPS-involved families are homeless, there is less data available about the number who live in overcrowded or unstable housing. In a recent survey, SF-HSA staff estimated that well over 50% of the families on their caseloads were faced with inadequate or unstable housing, which exacerbates other issues for these vulnerable families. In 2001, the San Francisco Board of Supervisor's SRO Taskforce found that 25% of families served by emergency shelters had been living in hotels/SROs and 8% had left shelter to enter a hotel or SRO. These units are typically 8' x 10' in size and do not have refrigerators, stoves, or proper storage areas. They are not suitable accommodations for families with children.

FUP-Eligible Youth

San Francisco has a large and growing cohort of emancipated foster youth. For the last several years, SF-HSA has been developing and implementing a wide range of initiatives to deal with the large wave of adolescents who have grown up in foster care and are approaching emancipation. Many of these youth were removed from their homes in the late 1980's, at the height of the crack cocaine epidemic, when SF-HSA's early response to the crisis was to remove children born with a positive toxicology screen from their homes. SF-HSA subsequently changed its policies to emphasize family preservation, but the large cohort of youth who entered the system in the 1980's is now aging out. There are currently approximately 450 youth ages 16 to 18 in the foster care system, compared to only about 250 who are age 13 to 15.

In addition to the youth who will soon age out of the foster care system, San Francisco has a large population of former foster youth. Over the past decade, there has been an average of about 130 youth emancipating from foster care each year. SF-HSA estimates that there are approximately 400 former San Francisco foster youth who emancipated from care and are currently between the ages of 18 and 21.

The literature on emancipated foster youth is pessimistic about their outcomes. Studies from around the country have shown that former foster youth face more negative outcomes than the general population in the areas of employment, welfare dependency, educational attainment, earnings, and homelessness. They are more likely than other youth to become parents at an early age, are at risk for domestic violence and have high rates of involvement with the criminal justice system.

SF-HSA has made its own efforts to collect information on the outcomes of emancipated youth and had similar findings. In 2007 it conducted a survey of youth who had emancipated in the previous two years. The survey found that 33% were on government assistance, and another 17% had no income; 36% had not graduated from high school on time; 20% could not cite an adult they could ask for advice if they had an important decision to make, and 80% could not cite a relative. Most significantly, 11% were homeless and 16% were living in transitional housing.

In all, 27% lacked a stable, permanent housing situation. This figure is probably underestimating the extent of the need, as nationwide studies show that 40% to 60% of emancipated foster youth end up homeless within the first year of leaving care.

On average, there are approximately 130 San Francisco foster youth who reach age 18 and leave the system each year. Based on the data from the 2007 survey, HSA estimates that about 35 of them (27%) exit either into homelessness or an unstable housing situation. Of those youth currently enrolled in the Independent Living Program (ILP) 17 emancipated into homelessness. These youth have an urgent need for housing assistance and would be prime candidates for participation in the FUP program. With a housing voucher in hand to guarantee rent payment, they will find it easier to persuade a landlord to rent them an apartment, and will free them to concentrate on other issues of importance such as learning good parenting skills, completing their education, and finding a job that earns a living wage.

B. Existing Programs Providing Housing for FUP-Eligible Families and Youth

Programs for Families

As noted above, SF-HSA has over the past decade shifted its priorities and resources away from placing children in care and into family preservation. HSA has developed an extensive network of resources for families involved in child welfare who are at risk of losing their housing. For example, over 70% of SF-HSA cases emanate from the Southeast section of the city, which also happens to be where SFHA has its highest concentration of family dwellings. SF-HSA has developed family resource centers in the Southeast community that provide primary prevention services and work closely with families living in public housing. It has also implemented a powerful program in the Southeast that provides mentors to families that have been referred for child maltreatment. HSA has also teamed with the San Francisco Department of Public Health to support a universal home visiting program for every family in the Southeast community that has a new baby.

SF-HSA also provides housing assistance funds to help families referred for child maltreatment to either pay back rent and preserve their housing or else meet the requirement of first-and-last month's rent to access new housing. Between July 1, 2000 and June 30, 2001 this program prevented 88 families in the child welfare system from becoming homeless. Through its Housing and Homeless Division, SF-HSA also manages a Rental Assistance Fund which provides back-rent to prevent eviction, and move-in grants to assist in the acquisition of housing. During the 1999-2000 fiscal year, this program provided legal services, supportive services, and rental assistance to 3,132 San Francisco families, 89% of whom retained their housing.

As described in more detail under Threshold Criteria 2, SF-HSA and SFHA are in the process of implementing several new initiatives designed to meet the housing needs of San Francisco's homeless and low income families, including SF HOPE and the provision of preferences in public housing for homeless families exiting emergency shelters.

In spite of these and other efforts, the need still far outstrips the available resources. As documented in this section, there are hundreds of families who are awaiting reunification with

their children or who are at-risk of having their children placed in care who urgently need the rental assistance that would be provided through FUP to secure safe, secure and affordable housing.

Programs for Youth

SF-HSA has made tremendous efforts to support foster youth and to help youth emancipating from foster care to make a successful transition to adulthood. The Independent Living Program (ILP) helps foster youth ages 14 to 21 years old living in San Francisco to develop the skills needed to live successfully once they leave the foster care system. Of the 1,418 youth who are eligible to receive ILP services, 833 are currently participating, including 175 who have already emancipated from foster care.

The ILP provides basic living skills training, vocational training, educational assistance, job search assistance, and much more, including a wide range of services to youth in the area of housing. ILP staff and volunteers help youth to access affordable and subsidized housing programs such as THP-Plus, provide assistance with housing searches and preparation for the transition into housing. The ILP also employs a housing specialist.

SF-HSA, in collaboration with other City agencies and departments, has placed a high priority on the development of a range of housing options for youth emancipating from foster care. As of July 2008, SF-HSA had developed 127 units of housing for emancipated foster youth through the Transitional Housing Plus (THP+) program, including 70 scattered site units, 35 site-based units and 22 units with host families.

The City of San Francisco is also undertaking a number of additional efforts to address the needs of foster youth. The Mayor's Office recently convened a Transitional Youth Task Force (TYTF) to analyze the issues facing emancipated and emancipating foster youth and make recommendations for meeting those needs. Among the key recommendations in the TYTF report is for the City Departments, including HSA, to develop plans for expanding housing for homeless or marginally housed transition age youth, and, particularly, to develop 250 new units of housing for this population over the next five years.

Yet in spite of these services, foster youth in San Francisco still face tremendous barriers to securing housing. The challenges to accessing housing include cost, willingness of landlords to rent to young tenants, and availability of suitable housing. Without histories of housing, employment, or credit management, it can be extraordinarily difficult for youth to secure an apartment.

Although the ILP will pay first and last month's rent, help with moving expenses and household furnishings, the youth are responsible for paying the monthly rent. Since San Francisco has the highest cost of housing in the nation, this is next to impossible. The lack of affordable housing undermines the efficacy of the support services SF-HSA provides. FUP housing vouchers providing a subsidy for a period of 18 months will allow the youth to more effectively utilize existing support services and become self-sufficient and better prepared for the responsibilities of living independently.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made on the 23rd day of January, 2009,

BETWEEN

San Francisco Housing Authority "SFHA"
440 Turk Street,
San Francisco, CA 94102

AND

San Francisco Human Services Agency "SF-HSA"
170 Otis Street
San Francisco, CA 94103

The parties agree as follows:

- I. **Goals of Partnership (FUP):**
 - A. To ensure that adequate housing is not a barrier to either keeping together or reunifying families involved in the child welfare system, and that their children can grow up in safe and stable homes; and
 - B. To ensure that former foster youth have adequate and stable housing that supports their successful transition to adulthood.
- II. **Goals of Partnership (Family and Youth Centered)**
 - A. Empowering families and former foster youth to resolve their own problems, to effectively utilize service systems, and to advocate for themselves and their children with schools, public and private agencies, and other community institutions;
 - B. Initiating and sustaining methods to identify problems as early as possible and engaging former foster youth and families in a change process to remedy these problems;
 - C. Involving the community in identifying local services, expanding those services, and when necessary, advocating for new service programs; and
 - D. Preventing child abuse and neglect and the unnecessary separation of children from their families.

III. Partnership standards for Success:

- A. At least 90% of families whose children are threatened with separation from, or reunited with, their families will remain together in their subsidized unit for six months;
- B. After (re)unification, at least 75% of the families who are threatened with separation from their children, or who are reunited with them, will remain together in their subsidized unit for one year.
- C. Two years after their families move into FUP subsidized units, at least 65% of the children threatened with separation from their families, or families reunified, remain together whether or not they continue living in subsidized housing.
- D. At least 90% of former foster youth age 18 to 21 who receive FUP vouchers will remain in the subsidized unit after 6 months.
- E. At least 80% of former foster youth age 18 to 21 who receive FUP vouchers will successfully transition to safe, affordable, permanent housing after the 18-month term of their FUP voucher ends.
- F. HSA and the HA shall abide by all federal, state, and local laws regarding the confidentiality of client information, including section 827 and section 10850.5 of the Welfare and Institutions Code.

IV. SFHA Duties:

- A. To accept referrals from SF-HSA and determine whether the families and former foster youth referred by SF-HSA are eligible for housing through the Housing Choice Voucher Program (HCV) (*SFHA does not re-determine eligibility for FUP*);
- B. To administer the HCV waiting list: by surveying listed families that may be eligible for FUP, obtaining a release of information, and referring their names to SF-HSA for a determination of whether they meet eligibility requirements. If the waiting list is *open*, FUP eligible families will be added to the list and coded as FUP eligible (if no FUP vouchers are available). If the regular HCV waiting list is *closed*, the list will be reopened for FUP families only. Their names will then be added to this list and coded for FUP (assuming no FUP vouchers are available);
- C. To process and distribute housing subsidies to families identified by SF-HSA as FUP eligible;

- D. To reissue FUP vouchers, to the extent practicable, to FUP qualified families in the event such assistance becomes available (i.e., another family ends/loses its FUP participation);
- E. To expedite the process for third party verification of a family's income and eligibility to the maximum extent possible (i.e., completing the third party verification while the family begins searching for a unit and using oral verification when possible);
- F. To provide briefing sessions for FUP tenants, covering topics such as: the application and apartment leasing process, apartment search techniques, lease negotiations, housing discrimination, housing quality standards, tenants' rights and responsibilities, and, where appropriate, apartment maintenance, housekeeping and budgeting.
- G. To update administrative and equal opportunity plans when necessary; and,
- H. To maintain FUP data for future program evaluation.

V. **SF-HSA Duties:**

- A. To establish and implement a system to identify eligible families and former foster youth within the agency's caseload for referral to SFHA and to review referrals from SFHA (from their HCV Program waiting list) for eligibility. SF-HSA is responsible for certifying eligibility of families for FUP;
- B. To develop procedures for referring FUP eligible families and former foster youth to SFHA, specify the order in which they should be served, and provide written certification to SFHA that families and youth qualify for FUP;
- C. To commit a sufficient number of staff to ensure that eligible families and former foster youth are identified and the certification process is completed in a timely manner;
- D. To provide supportive services to families throughout the period when their child welfare case is active, and to ensure that the family has access to community based family support services after their case is closed: and,
- E. To provide former foster youth served by this agreement with continuing case management and services to support their successful transition to adulthood. Services will be provided for the 18 month period that youth are receiving FUP rental assistance.

- E. To maintain relevant data and provide written information as requested for program evaluation.

VI. Duties of parties regarding service plans and services for FUP participants:

- A. For each certified family with a child or children at imminent risk of placement in out-of-home care, SF-HSA will include within the family's existing service plan, or as a separate service plan, housing services and supportive services as needed. The family shall participate in the development and implementation of the service plan, but failure to participate will not jeopardize the HCV subsidy.
- B. For each family with a child or children in out-of-home care, SF-HSA shall include, within the existing service plan or as a separate plan, the anticipated date of the child or children's return to the parent and a list of the housing and supportive services needed to facilitate that return. The family shall participate in the development and implementation of the service plan, but failure to participate will not jeopardize the HCV subsidy.
- C. Upon placement of the family in housing through FUP, SF-HSA shall assist the family in identifying ongoing service needs and shall ensure that family members have been referred to community resources that can assist the family in meeting those needs. SF-HSA will address such issues as: services to help parents meet the basic care needs of the child(ren); the healthy and appropriate development of the child(ren); maximizing safety within the home (including issues of domestic violence); and services to enhance economic and social self-sufficiency. These services may include, but are not limited to: access to the network of neighborhood family resource centers funded by SF-HSA; crisis intervention; behavioral health services; parent education and support; peer support; child care and respite; assistance with benefits, transportation, and employment; advocacy; education assistance for the children; access to health care and insurance; and assistance with locating and securing suitable housing units.
- D. Upon placement of former foster youth in housing through FUP, SF-HSA shall assist the youth, through its Independent Living Program, with the development of an individual case plan on services to be received and the youth's' commitment to the plan. Youth shall participate in the development of the plan and shall be required to sign the plan, agreeing to attend counseling and training sessions and take other actions as deemed appropriate for their successful transition to adulthood.
- E. Through the Independent Living Program, SF-HSA shall provide former foster youth receiving FUP-assistance with services that may include, but are not limited to: case management; life skills information; counseling on money management, use of credit, housekeeping, nutrition, and meal

- D. To reissue FUP vouchers, to the extent practicable, to FUP qualified families in the event such assistance becomes available (i.e., another family ends/loses its FUP participation);
- E. To expedite the process for third party verification of a family's income and eligibility to the maximum extent possible (i.e., completing the third party verification while the family begins searching for a unit and using oral verification when possible);
- F. To provide briefing sessions for FUP tenants, covering topics such as: the application and apartment leasing process, apartment search techniques, lease negotiations, housing discrimination, housing quality standards, tenants' rights and responsibilities, and, where appropriate, apartment maintenance, housekeeping and budgeting.
- G. To update administrative and equal opportunity plans when necessary; and,
- H. To maintain FUP data for future program evaluation.

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- A. To establish and implement a system to identify eligible families and former foster youth within the agency's caseload for referral to SFHA and to review referrals from SFHA (from their HCV Program waiting list) for eligibility. SF-HSA is responsible for certifying eligibility of families for FUP;
- B. To develop procedures for referring FUP eligible families and former foster youth to SFHA, specify the order in which they should be served, and provide written certification to SFHA that families and youth qualify for FUP;
- C. To commit a sufficient number of staff to ensure that eligible families and former foster youth are identified and the certification process is completed in a timely manner;
- D. To provide supportive services to families throughout the period when their child welfare case is active, and to ensure that the family has access to community based family support services after their case is closed: and,
- E. To provide former foster youth served by this agreement with continuing case management and services to support their successful transition to adulthood. Services will be provided for the 18 month period that youth are receiving FUP rental assistance.

- E. To maintain relevant data and provide written information as requested for program evaluation.

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- B. For each family with a child or children in out-of-home care, SF-HSA shall include, within the existing service plan or as a separate plan, the anticipated date of the child or children's return to the parent and a list of the housing and supportive services needed to facilitate that return. The family shall participate in the development and implementation of the service plan, but failure to participate will not jeopardize the HCV subsidy.
- C. Upon placement of the family in housing through FUP, SF-HSA shall assist the family in identifying ongoing service needs and shall ensure that family members have been referred to community resources that can assist the family in meeting those needs. SF-HSA will address such issues as: services to help parents meet the basic care needs of the child(ren); the healthy and appropriate development of the child(ren); maximizing safety within the home (including issues of domestic violence); and services to enhance economic and social self-sufficiency. These services may include, but are not limited to: access to the network of neighborhood family resource centers funded by SF-HSA; crisis intervention; behavioral health services; parent education and support; peer support; child care and respite; assistance with benefits, transportation, and employment; advocacy; education assistance for the children; access to health care and insurance; and assistance with locating and securing suitable housing units.
- D. Upon placement of former foster youth in housing through FUP, SF-HSA shall assist the youth, through its Independent Living Program, with the development of an individual case plan on services to be received and the youth's' commitment to the plan. Youth shall participate in the development of the plan and shall be required to sign the plan, agreeing to attend counseling and training sessions and take other actions as deemed appropriate for their successful transition to adulthood.
- E. Through the Independent Living Program, SF-HSA shall provide former foster youth receiving FUP-assistance with services that may include, but are not limited to: case management; life skills information; counseling on money management, use of credit, housekeeping, nutrition, and meal

preparation; behavioral health services; access to health care; educational and career counseling regarding GED attainment, technical school or trade school attainment; assistance with college applications and study; job preparation and attainment counseling; peer support; computer laboratory; assistance with benefits and employment; health care insurance; advocacy; and crisis intervention. ILP services will also include assistance with locating and securing suitable housing units, counseling on compliance with a rental lease and HCV program requirements, assistance/referrals with security deposits, utility hook-up fees and utility deposits; and providing assurances to rental property owners that are needed to assist the youth to rent a unit with a FUP voucher. These services shall be available for the 18-month term of the FUP-voucher.

- F. Families will be informed of HUD's Family Self-Sufficiency program (FSS) and will be asked to participate in FSS so as to expand their access to services in their communities.

VII. **Resources and services:**

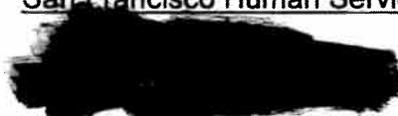
- A. **Community Resources:** The SF-HSA case manager will be responsible for the delivery of services as outlined in the family or former foster youth's Service Plan. These services may include, but will not be limited to direct provision or referral to the services identified in Section VI – C & E.
- B. **Housing and Financial Assistance:** SF-HSA and SFHA will jointly prepare and implement, where feasible, an emergency services plan for new FUP families that may include, but will not be limited to the following: housing search and financial assistance (such as moving expenses, security deposits, rental/utility arrearage payments and emergency health, welfare and legal services).
- C. **Family Unification Program Project Advisory Committee:** SFHA and SF-HSA will jointly establish and staff a community-based Family Unification Program Project Advisory Committee (PAC), comprised of public and private agencies involved in child and family services and other organizations or persons as appropriate to meet program goals. The Project Advisory Committee will meet regularly to:
 - 1. Review reports on program utilization, family service needs and project evaluation. SFHA and SF-HSA will designate staff as FUP liaisons between the two agencies and the cooperating service network.
 - 2. Recommend service program changes or additions to meet the needs of FUP families.

- D. **Coordination of FUP with other HUD and HHS-funded Programs:** SFHA and SF-HSA will coordinate FUP service programs with HHS funded programs (TANF) and other housing programs (i.e., HUD's Family Self-Sufficiency program) to maximize the resources available to FUP families.
- E. **Cross Training of SFHA and SF-HSA Staff:** SFHA will offer training to designated SF-HSA staff regarding HCV Program application procedures and eligibility requirements. SF-HSA case managers will attend these briefings as part of their client support. SF-HSA will offer training to SFHA staff, describing SF-HAS mandates and procedures regarding family preservation, family unification and TANF. Training topics will include but not be limited to interagency referrals, certification of eligible families, and timely provision of services.
- F. **SF-HSA and SFHA Reporting on FUP families and youth:** Both SFHA and SF-HSA will maintain and update statistical reports on families in FUP. This data will be made available to the program Advisory Committee, HUD or HHS, CWLA and any official HUD evaluation. The reports will include demographic data, family service needs, service utilization information and unification experience. SFHA will prepare reports based on each family's initial HCV occupancy and will provide follow-up reports at three-month intervals for at least two years.
- G. **Employment services:** SFHA and SF-HSA will work together to ensure FUP families and former foster youth are informed of employment training and programs and other resources as requested.
- H. **Past Experience:** SF-HSA and SFHA have extensive past experience in working together to develop and improve programs to increase housing opportunities for San Francisco families and foster youth. In 2006 the City and County of San Francisco and SFHA launched HOPE SF, a locally-funded, public-private partnership modeled on the federal Hope VI program. The HOPE SF initiative will revitalize eight of the City's most dilapidated public housing sites and transform them into healthy, vibrant mixed-income communities. SF-HSA and SFHA are working in close cooperation on this project. SF-HAS and SFHA are also in the process of developing a program to provide preferences in public housing units for homeless families in HSA-funded emergency shelters. SFHA was involved in the Homeless Families Services Redesign, a community-based process aimed at transforming the current emergency system for homeless families into a proactive "Housing First" model. SF-HSA and SFHA are also working together to implement a ROSS grant that will provide essential services to seniors and people with disabilities in SFHA's public housing complexes. Over the past several years, SF-HSA and SFHA have worked together with other public agencies that have access to housing (e.g. the Mayor's Office of Housing, the San Francisco

Redevelopment Agency, etc.) and a myriad of non-profit housing developers to identify opportunities for housing for foster youth as well as make this population a priority for policy makers and housing developers.

Signed:

San Francisco Human Services Agency


Name: Trent Rhorer
Position: Executive Director
Date: 11/22/09

San Francisco Housing Authority


Name: Henry A. Alvarez III
Position: Executive Director
Date: 

APPROVED
AS TO FORM

JAN 13 2009

COUNSEL:


Appendix A

OUTREACH AND REFERRAL EFFORTS FOR SELECTION OF FAMILY UNIFICATION PROGRAM PARTICIPANTS

The SFHA will use FORM "E" to identify potential FUP participants from their existing and new HCV Program applicants. The SF-HSA will use FORM "B" to refer families to participate in the Family Unification Program.

The SFHA will send the "release of information" from FORM "E" for each referred family that they include in FORM "B."

- a. FORM "B" will be returned from the SF-HSA with verification of each family's status. Families verified to fit all FUP criteria will be placed on a Family Unification Program eligibility list and will have a coded entry next to their name on the HCV waiting list.
- b. Those families deemed INELIGIBLE by the SF-HSA on FORM "B" will be notified by the public housing agency in writing that their application to participate in the Family Unification Program has been denied on grounds of program eligibility, while their position on the HCV waiting list is unaffected.
- c. The SFHA will review the files of all families referred to them from the SF-HSA on FORM "A." The status of each family will be recorded and the original FORM "A" will be returned to the SF-HSA. Those families already on the HCV waiting list will have a coded entry placed next to their name.
- d. Families who are eligible for housing but not currently on the waiting list will be called to the SFHA office and placed on the HCV list with a coded entry. The status of all families approved by the SFHA will be documented to the SF-HSA on FORM "C."
- e. Families determined to be ineligible will be notified in writing by the SF-HSA that they do not qualify for HCV housing (under public housing agency criteria) and therefore cannot participate in the FUP. This notification will also inform the family of its right to appeal the decision, as set forth in the Agency Administrative Plan. The SFHA is responsible for defending its decisions regarding the family's programmatic eligibility for HCV rental vouchers. HCV informal housing review procedures will be followed.

Appendix B

SF-HSA OUTREACH AND REFERRAL EFFORTS FOR THE FAMILY UNIFICATION PROGRAM AMONG ALL FAMILIES SERVED BY THAT AGENCY

- a. The SF-HSA will review all existing and in-coming child welfare families. Caseworkers will use FORM "D" to reach-out to these families either at their intake sessions or their regular meetings. All families who meet child welfare criteria (imminent risk of placement or delay in reunification because of inadequate housing) will be referred to the SFHA for HCV verification on FORM "A." The "release of information" (part of FORM "D") will be included for each family listed on FORM "A."
- b. The SFHA will return FORM "A", indicating the status of each family, to the SF-HSA. Families deemed eligible by the SFHA will be added to the HCV waiting list (if necessary) with a coded entry. Documentation of the status of these families will be sent to the SF-HSA on FORM "C."
- c. Families (from FORM "A") determined to be ineligible will be notified in writing by the SF-HSA that they do not qualify for HCV housing (under public housing agency criteria) and therefore cannot participate in the FUP. This notification will also inform the family of its right to appeal the decision, as set forth in the agency's administrative plan. The SFHA is responsible for defending its decisions regarding the family's programmatic eligibility for HCV rental vouchers. HCV informal housing review procedures will be followed.
- d. Families referred to the SF-HSA from the SFHA on FORM "B" will be reviewed for child welfare criteria. The status of each family will be recorded and the original FORM "B" will be returned to the SFHA. Families that meet all FUP requirements will be placed on the FUP list and their status will be documented to the SF-HSA on FORM "C."
- e. Families (from FORM "B") deemed INELIGIBLE by the SF-HSA will be notified in writing by the SFHA that their application to participate in the Family Unification Program has been denied on grounds of program eligibility, while their position on the HCV waiting list is unaffected.

REFERRAL LETTER FROM SAN FRANCISCO HUMAN SERVICES AGENCY
TO SAN FRANCISCO HOUSING AUTHORITY
FORM "A"

DATE:

TO: SFHA

FROM: SF-HSA

Please see the attached forms. We are referring these families to you from our active caseloads. Note the attached release of information form for each family. They have each been determined to fulfill the child welfare criteria for the Family Unification Program. Please verify whether they are currently on the HCV waiting list, whether they are eligible to be placed on the list, or if they are ineligible for HCV housing. Please add the eligible families to the HCV waiting lists. Check the appropriate column, make a copy of the list for your files and return the original form to SF-HSA.

Please send SF-HSA the form of confirmation (FORM "C") for each family that is granted a HCV voucher through the Family Unification Program.

If you have any questions about this process please call, _____ at SF-HSA

Questions about particular families should be directed to their caseworker as noted on the form.

Thank You

SF-HSA ELIGIBLE FAMILIES FOR FAMILY UNIFICATION PROGRAM (FORM "A")

Name Address, Phone Contact Social Security Number Case Worker: Name & Number	Family Currently on HCV waiting list	Family eligible & will be placed on HCV list	Family NOT eligible for HCV
1.			
2.			
3.			
4.			
5.			
6.			

REFERRAL FROM SAN FRANCISCO HOUSING AUTHORITY

TO SAN FRANCISCO HUMAN SERVICES AGENCY
FORM "B"

DATE:

TO: SF-HSA

FROM: SFHA

Please see the attached list of families (FORM "B") and their release of information forms. We are referring these families for possible participation in the Family Unification Program. Each of these families is currently on the HCV waiting list. Please verify whether they are among your open cases and whether they qualify for the Family Unification Program under child welfare criteria. Please check the appropriate column, make a copy of the form for your records, and return this form to SFHA. Families on this list that are verified by you will be granted a slot in the Family Unification Program.

A form of confirmation (FORM "C") will be sent for each family that is issued a HCV voucher through this program. If you have any questions about this process please call _____ at SFHA. Questions concerning individual families should be directed to the caseworker indicated on the form.

Thank You.

FAMILIES FROM SFHA: ON HCV LIST (FORM "B")

NAME ADDRESS, PHONE CONTACT SOCIAL SECURITY # CASE WORKER: NAME & NUMBER	Family at imminent risk of separatio n by housing	Family being kept apart by housing	Family NOT an active case with CWA
1.			
2.			
3.			
4.			
5.			
6.			

NOTIFICATION OF FAMILY UNIFICATION PROGRAM PARTICIPATION

FORM "C"

TO: SF-HSA

FROM: SFHA

RE: CONFIRMATION OF A REFERRED FAMILY'S PARTICIPATION

HEAD OF HOUSEHOLD NAME: _____

CURRENT ADDRESS: _____

PHONE CONTACT: _____

DATE FAMILY PLACED ON FUP LIST: _____

* APPROXIMATE RANK ON LIST: _____

OR DATE HCV GRANTED: _____

VOUCHER BEDROOM SIZE NEEDED: _____

VOUCHER BEDROOM SIZE GRANTED: _____

PUBLIC HOUSING AGENCY CONTACT: _____

* CONTACT PHONE NUMBER: _____

Both SFHA and SF-HSA have verified the above noted family to be eligible for the Family Unification Program. They have either been placed on the HCV waiting list (coded for FUP) or have already been granted a FUP voucher (as noted). If you have any questions or concerns about this family or about the Family Unification program in general, please contact the SFHA worker noted above.

FORM "D"

Introductory Letter to SF-HSA Families on the SFHA HCV waiting list

FAMILY UNIFICATION PROGRAM

The San Francisco Housing Authority may be able to assist you with your housing needs on an emergency basis if you believe that you and your children may be separated from each other because you lack adequate housing, or if your children's return to you from placement away from your family is being delayed because you do not have adequate housing. To know whether you are eligible for housing, for the reasons stated above, through the Family Unification Program, please fill out the form below and leave it with your SF-HSA caseworker.

Your participation in this process is strictly voluntary and any existing position on the Housing Choice Voucher (HCV) waiting list will not be jeopardized!

SF-HSA will evaluate your housing needs upon receipt of the form. If you meet the criteria for the Program, we will notify the Housing Authority -- and request that they determine your eligibility for HCV assisted housing. If you qualify for a HCV voucher, your name will be coded as Family Unification Program eligible on the HCV waiting list. Participation in the program is based on both eligibility and position on the HCV waiting list. Eligibility does not guarantee that you will receive immediate housing.

FORM "D"

I hereby request that the SF-HSA review my circumstances, and if I qualify for the Family Unification Program, certify the same to the SFHA.

(PLEASE PRINT)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE: () _____

SIGNATURE _____ DATE _____

SOCIAL SECURITY NUMBER _____

FORM "E"

**INTRODUCTORY LETTER TO HCV APPLICANTS AT SFHA
(SAN FRANCISCO, CALIFORNIA)
FAMILY UNIFICATION PROGRAM**

The SFHA may be able to assist you with your housing needs through the Family Unification Program. This program may help you if you believe that you and your children may be separated from each other because you lack adequate housing, or if your children's return from placement outside of your family unit is being delayed because you do not have adequate housing. If you think you may qualify for the program, please fill out and mail the form below to your SF-HSA caseworker.

Your participation in this process is strictly voluntary and your position on the HCV waiting list will be not be jeopardized!

If the SF-HSA certifies that your family meets the criteria for the Family Unification Program, AND YOU ARE ALSO FOUND ELIGIBLE FOR ASSISTED HOUSING UNDER THE GUIDELINES ESTABLISHED BY HUD FOR THE HCV PROGRAM, you will be placed on a waiting list for a Family Unification Program HCV voucher. Although this will not guarantee housing for you, it may increase the opportunity for you and your family to receive rental assistance.

(FORM "E")

I hereby request that the SF-HSA review my circumstances, and if I qualify for the Family Unification Program, certify the same to the SFHA.

(PLEASE PRINT)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE () _____

SIGNATURE _____ DATE

SOCIAL SECURITY NUMBER _____

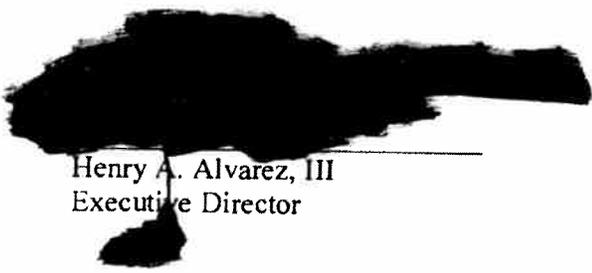


SAN FRANCISCO HOUSING AUTHORITY

1815 EGBERT AVENUE • SAN FRANCISCO, CALIFORNIA 94124 • (415) 715-3100

San Francisco Housing Authority Evaluation Certification

In submitting an application to the Department of Housing and Urban Development (HUD) for housing vouchers through the Family Unification Program, the San Francisco Housing Authority (SFHA) agrees to cooperate with HUD and provide requested data to the HUD office or HUD-approved contractor delegated the responsibility for the program evaluation.



Henry A. Alvarez, III
Executive Director

1/23/09



**San Francisco Human Services Agency
Evaluation Certification**

In submitting an application to the Department of Housing and Urban Development (HUD) for housing vouchers through the Family Unification Program, the San Francisco Department of Human Services (SF-DHS) agree to cooperate with HUD and provide requested data to the HUD office or HUD approved contractor delegated the responsibility for the program evaluation.

Furthermore, SF-DHS agrees to utilize the capacity of its Data Warehouse, currently being developed for its child welfare programs, for the purposes of the HUD evaluation. The Data Warehouse will provide historical and cumulative data regarding families and children in the child welfare system, and it will have the capacity to provide information that can be cross-referenced with other data systems, including our welfare-to-work database.


Trent Rhorer
Executive Director

Date 11/22/09

Acknowledgment of Application Receipt

U.S. Department of Housing and Urban Development

Type or clearly print the Applicant's name and full address in the space below.

Henry A. Alvarez, III
Executive Director
San Francisco Housing Authority
440 Turk Street
San Francisco, CA 94102

(fold line)

Type or clearly print the following information:

Name of the Federal Program to which the applicant is applying:

2008 Family Unification Program (FUP)

To Be Completed by HUD

- HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.
- HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:
- Enclosed
 - Being sent under separate cover

Processor's Name _____

Date of Receipt _____

RESOLUTION NO: 5389
DATE ADOPTED: January 22, 2009

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE HUMAN SERVICES AGENCY TO ADMINISTER SPECIAL PURPOSE FUNDING FOR THE FAMILY UNIFICATION PROGRAM

WHEREAS, the San Francisco Housing Authority (SFHA) maintains a Section 8 Housing Choice Voucher Program; and

WHEREAS, the SFHA seeks to apply for Special Purpose Funding for Section 8 Vouchers to assist families participating in the Family Unification Program (FUP); and

WHEREAS, the SFHA must execute a Memorandum of Understanding with the local Human Services Agency who will be providing supportive services to the eligible families for the FUP; and

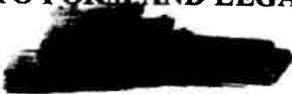
WHEREAS, the Human Services Agency of San Francisco wishes to enter into an agreement with the SFHA to provide services to families participating in the FUP; and

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

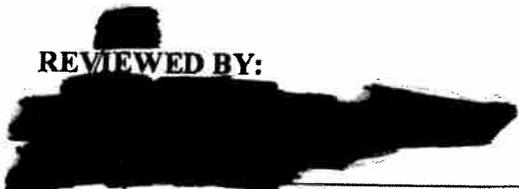
1. The Executive Director is hereby authorized to execute a Memorandum of Understanding with the Human Services Agency to administer Special Purpose funding for the Family Unification Program.
2. This Resolution becomes effective immediately.

APPROVED AS TO FORM AND LEGALITY:

REVIEWED BY:



Tim Larsen, Assistant General Counsel



Henry Alvarez III, Executive Director

Date

Date

1/22/09



SAN FRANCISCO HOUSING AUTHORITY
SECTION 8 HOUSING DEPARTMENT
1815 EGBERT STREET
SAN FRANCISCO, CA 94124 • (415) 715-3280 • Fax (415) 715-5991

January 13, 2009

Stephen Schneller, Director
Office of Public Housing
U.S. Department of Housing and
Urban Development
600 Harrison Street, 3rd Floor
San Francisco, CA 94107-1300

RE: Addendum to Administrative Plan
Family Unification Program

Dear Mr. Schneller:

Pursuant to instructions set forth in the Notice of Funding Availability (NOFA) FR-5233-N-01 for the Family Unification Program (FUP) published in the *Federal Register* on November 24, 2008, this letter serves to inform you that the San Francisco Housing Authority (SFHA) is in compliance with the administrative plan requirements for the FUP vouchers.

The SFHA will take the following steps to affirmatively further fair housing:

1. The SFHA will query the Section 8 wait list to identify any FUP eligible families and youth and create a master list in rank order.
2. Families and youth referred by the San Francisco Human Services Agency (SF-HSA) will be added to the FUP master list on a first come, first served basis. Existing HCV Section 8 wait list applicants will have priority for a FUP voucher over SF-HSA referred families.
3. Families contacted regarding participation in the Family Unification Program will be advised of how to file a fair housing complaint including apprising them of the Housing Discrimination Hotline.

If we can provide any further information, please do not hesitate to contact me at (415) 554-1297.

Sincerely,

Henry J. Alford III
Executive Director

COPY

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	SFHAFUPform52515.PDF	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	SFHAFUPcover ltr.pdf	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	SFHAFUPNarrative.doc	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	SFHAFUPMOU.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	SFHAFUPhacertification.PDF	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	SFHAFUPPCWACertification.pdf	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	SFHAFUPform2993.PDF	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	SFHAFUPboard resolution.PDF	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	SFHAFUPfairhousingltr.PDF	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011
(exp. 08/31/2009)

Applicant/Recipient Information

* Duns Number:

* Report Type:

INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

San Francisco Housing Authority

* Street1: 440 Turk Street

Street2:

* City: San Francisco

County:

* State: CA: California

* Zip Code: 94102

* Country:

USA: UNITED STATES

* Phone: 415-715-3283

2. Social Security Number or Employer ID Number: 94-6002959

* 3. HUD Program Name:

Family Unification Program (FUP)

* 4. Amount of HUD Assistance Requested/Received: \$ 1,400,400.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: San Francisco Housing Authority

* Street1: 440 Turk Street

Street2:

* City: San Francisco

County:

* State: CA: California

* Zip Code: 94102

* Country:

USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

Yes

No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

Yes

No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Form HUD-2880 (3/99)

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Part III Interested Parties. You must decide.

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)	
San Francisco Services Agency	946000417	service provide	\$ 0.00	0.00%
			\$	%
			\$	%
			\$	%
			\$	%

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.
I certify that this information is true and complete.

* Signature:

Nicole Collier

* Date: (mm/dd/yyyy)

01/27/2009

Facsimile Transmittal

U. S. Department of Housing and Urban Development
Office of Department Grants Management and Oversight

OMB Approval No. 2525-0118
exp. Date (5/30/2008)

1233103633-8898

* Name of Document Transmitting: Family Unification Program Application

1. Applicant Information:

* Legal Name: San Francisco Housing Authority
* Address:
* Street1: 440 Turk Street
Street2:
* City: San Francisco
County:
* State: CA: California
* Zip Code: 94102 * Country: USA: UNITED STATES

2. Catalog of Federal Domestic Assistance Number:

* Organizational DUNS: [REDACTED] CFDA No.: 14.880
Title: Family Unification Program (FUP)
Program Component:

3. Facsimile Contact Information:

Department: Section 8
Division:

4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: Mr * First Name: Tony
Middle Name:
* Last Name: Ucciferri
Suffix:
* Phone Number: 415-715-3283
Fax Number:

* 5. Email: ucciferri@sfha.org

* 6. What is your Transmittal? (Check one box per fax)

a. Certification b. Document c. Match/Leverage Letter d. Other

* 7. How many pages (including cover) are being faxed? 1

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

01/27/2009

4. Applicant Identifier:

CA001

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: San Francisco Housing Authority

* b. Employer/Taxpayer Identification Number (EIN/TIN):

94-6002959

* c. Organizational DUNS:

d. Address:

* Street1: 440 Turk Street

Street2: _____

* City: San Francisco

County: _____

* State: CA: California

Province: _____

* Country: USA: UNITED STATES

* Zip / Postal Code: 94102

e. Organizational Unit:

Department Name:

Section 8

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr * First Name: Tony

Middle Name: _____

* Last Name: Ucciferri

Suffix: _____

Title: Section 8 Administrator

Organizational Affiliation:

* Telephone Number: 415-715-3283 Fax Number: 415-715-5991

* Email: ucciferri@sfha.org

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

L: Public/Indian Housing Authority

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.880

CFDA Title:

Family Unification Program (FUP)

*** 12. Funding Opportunity Number:**

FR-5233-N-01

*** Title:**

Family Unification Program (FUP)

13. Competition Identification Number:

FUP-01

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Family Unification Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,400,400.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,400,400.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

 ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: <input type="text" value="San Francisco Housing Authority"/> * Street 1: <input type="text" value="440 Turk Street"/> Street 2: <input type="text"/> * City: <input type="text" value="San Francisco"/> State: <input type="text" value="CA: California"/> Zip: <input type="text" value="94102"/> Congressional District, if known: <input type="text" value="8th"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: <div style="border: 1px solid black; height: 100px;"></div>		
6. * Federal Department/Agency: <input type="text" value="U.S. Department of Housing & Urban Devel"/>		7. * Federal Program Name/Description: <input type="text" value="Family Unification Program (FUP)"/> CFDA Number, if applicable: <input type="text" value="14.980"/>
8. Federal Action Number, if known: <input type="text" value="FR-5233-N-01"/>		9. Award Amount, if known: \$ <input type="text"/>
10. a. Name and Address of Lobbying Registrant: Prefix: <input type="text" value="Mr."/> * First Name: <input type="text" value="Henry"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Alvarez"/> Suffix: <input type="text" value="III"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix: <input type="text" value="Mr."/> * First Name: <input type="text" value="Henry"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Alvarez"/> Suffix: <input type="text" value="III"/> * Street 1: <input type="text" value="440 Turk Street"/> Street 2: <input type="text"/> * City: <input type="text" value="San Francisco"/> State: <input type="text" value="CA: California"/> Zip: <input type="text" value="94102"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text" value="Nicole Collier"/> * Name: Prefix: <input type="text" value="Mr."/> * First Name: <input type="text" value="Henry"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="Alvarez"/> Suffix: <input type="text" value="III"/> Title: <input type="text" value="Executive Director"/> Telephone No.: <input type="text" value="415-554-1297"/> Date: <input type="text" value="01/27/2009"/>		
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)