



**AGENDA**  
**Regular Meeting**  
**Monday April 14, 2025 at 6:00pm**

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting March 10, 2025 and Special Meeting March 19, 2025.
- IV. New Business:
  - A. Approval of Amendments to The Agency 5-year plan year 2022 – 2026  
**\*Public Comment**
  - B. Board Protocols and Best Practices  
Mary Wagner, Legal Counsel with Burke, Williams & Sorenson, LLP  
**\*Public Comment**
  - C. Approval of Annual PILOT payment for year ending 3/31/2025  
**\*Public Comment**
  - D. Establishment of Committee for Executive Director Performance Review  
**\*Public Comment**
- V. Executive Director Report:
  - A. Housing Related Hazards Grant and Lead Paint Hazards Grant Project Status  
**\*Public Comment**
- VI. Approval of Disbursements:

Management Vouchers #2644 to #2655 in the amount of \$21,722.96  
and ACH Payments from 2-04-2025 to 2-27-2025 in the amount of \$51,437.79  
for a total of \$73,160.75 for the month of February 2025

Management Vouchers #2656 to #2670 in the amount of \$45,776.71  
and ACH Payments from 03-04-2025 to 3-27-2025 in the amount of  
\$58,934.23 for a total of \$104,710.94 for the month of March 2025.

**\*Public Comment**
- VII. Comments from Commissioners
- VIII. Adjournment: **Next Annual Meeting May 12, 2025 @ 6:00pm**



**SSFHA**  
South San Francisco  
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

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**Public Participation Notice**

The South San Francisco Housing Authority Board of Commissioners, welcomes all members of the public to attend the monthly board meetings in person or remotely. The public can also submit written comments to be presented at any regular or special meeting.

**To attend in person:**

**Next Meeting: Monday April 14, 2025**

**@6:00pm**

**South San Francisco Housing Authority**

**350 C Street, South San Francisco, CA 94080**

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**To attend remotely public access:**

SSF Housing Authority is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82038879441?pwd=9ul2nb5bTH6sXWQWSFhNxTFa6rhGYa.1>

Meeting ID: 820 3887 9441

Passcode: 426148

**How to Submit Written Public Comment:** Members of the public not wishing to participate remotely or in person are encouraged to submit public comments in writing in advance of the meeting by 12:00 p.m. on Monday April 14, 2025

Public comments provided in advance should identify the Agenda Item Number in the SUBJECT Line of the email. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson’s discretion.

All emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting and read into the record. Comments that are not in compliance with the Housing Authority’s rules of decorum may be summarized for the record rather than read verbatim. We value your input and participation, if you cannot attend by zoom, please send us your 3-minute comments as follows: Email: [sosfha@sbcglobal.net](mailto:sosfha@sbcglobal.net)

**MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON:  
March 10, 2025  
DRAFT**

The meeting was called to order at 6:03 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

**PRESENT:**

Commissioners A. Sharma, M. Rashid, N. Nunez, L Mercado

**ABSENT:**

Commissioners D. Vong-Spillan, T. Powell and J. Rivas

**PUBLIC COMMENT:**

No public comment during this item on the agenda.

**PREVIOUS MINUTES:**

Previous minutes of January 13, 2025 were reviewed by the Board. A request for correction was stated by Commissioner N. Nunez under new business item A. The L is missing from the word Call, under Roll Call. Motion was made by Commissioner N. Nunez and seconded by Vice-Chair M. Rashid to approve the minutes of January 13, 2025 with stated correction. Motion passed by Commissioners present.

**NEW BUSINESS:**

- A. Fiscal Year Ending 3-31-2024, Financial Audit Report was presented by Derrick Baker, Supervisor and Senior Associate Auditor with Smith Marion & Co. D. Baker stated the audit passed with one noted error in the Safety Grant drawdown of \$240,000 The Housing Authority was to submit invoices or receipts prior to drawing down any funds. The Housing Authority has since established proper protocols as it relates to drawing down grant funds to ensure the error is not repeated.
  
- B. Approval of Annual Renewal of HAARP Insurance Policy in the amount of \$47,804.00 Motion was made by Commissioner L. Mercado and seconded by Commissioner N. Nunez to renew the HAARP Insurance Policy in the amount of \$47,804.00 Motion passed by all Commissioners present.

### **EXECUTIVE DIRECTOR REPORT:**

- A. Status of Federal Funding HUD annual Operating Fund and Capital Fund 2025  
Emergency Restructuring of Operations. The Executive Director, L. Taylor reported the Housing Authority did not receive the annual Operating Funds and Capital Funds for Budget year 2025. All affected Housing Authorities have been notified by HUD that Federal Funding is being reviewed at this time and it is not clear as to when Federal Funding will be released. In the meantime, the Housing Authority has made the necessary cuts to the operating budget to ensure the Housing Authority remains fiscally sound and self-sufficient.
- B. The Executive Director, L. Taylor reminded the Board of the Special Meeting on March 19, 2025 to approve the Annual Budget for 2026. Brian Alten, CPA will be the presenter
- C. Housing Related Hazards Grant and Lead Paint Hazards Grant Project Status:  
The Executive Director, L. Taylor reported that the grant funding has already been approved and waiting for the preliminary work to be completed before the Housing Authority can start drawing down the funds. Amendments have been made to the 5-Year Agency Plan to include all Grant Projects and will be presented to the Board at the next regular meeting in April. Once the 5-Year Agency Plan is approved by the Board it will be submitted to HUD for commencement of the project and funding.
- D. Emergency Preparedness Neighborhood Training:  
The South San Francisco Fire Department and the residents of the South San Francisco Housing Authority participated in The Neighborhood Emergency Response Training on February 8, 2025. Several members of the public spoke on how informative and beneficial the training was for them. The participants had a special visit from Mayor Eddie Flores who assisted in organizing the event and making it accessible to residents of the South San Francisco Housing Authority.

### **APPROVAL OF DISBURSEMENTS:**

Motion was made by Commissioner L. Mercado and seconded by Vice-Chair M. Rashid to approve Management Vouchers #26211 to #2643 in the amount of \$29,889.14 and ACH payments for the period of 01-03-2025 to 1-31-2025 in the amount of \$73,715.03 for a grand total of \$103,604.17 for the month of January 2025. Motion passed unanimously by Commissioners present.

### **COMMENTS FROM COMMISSIONERS:**

Chair A. Sharma thanked all Commissioners for their participation and thanked the Community for their continued support and participation.

Meeting was adjourned at 7:02 pm

Seal

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Chairperson

Attest

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Secretary

**MINUTES OF THE SPECIAL MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON:  
March 19, 2025  
DRAFT**

The meeting was called to order at 6:02 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

**PRESENT:**

Commissioners A. Sharma, M. Rashid, L Mercado, D. Vong-Spillan, J. Rivas and T. Powell

**ABSENT:**

Commissioner N. Nunez

**PUBLIC COMMENT:**

No public comment during this item on the agenda.

**NEW BUSINESS:**

- A. Adoption of FYE 3/31/2026 Operating Budget Public Presentation by Brian Alten, CPA BDO PHA. Brian Alten, CPA with BDO PHA Finance presented the Budget for Fiscal Year 2026. The Board Adopted the budget through Resolution #1138 which was read by Chair A. Sharma, with one correction to the date, budget is for FYE 3/31/26 not 3/31/2025. Commissioner L. Mercado made the motion to approve the budget for FYI ending 3/31/26 and it was seconded by Commissioner J. Rivas. Roll Call was taken as follows:

Chair A. Sharma - Yea

Vice-Chair M. Rashid - Yea

Commissioner D. Vong-Spillan - Yea

Commissioner L. Mercado - Yea

Commissioner T. Powell - Yea

Commissioner J. Rivas - Yea

No Abstentions

No Nays

Motion passed by Commissioners present

**NEW BUSINESS – CONTINUED**

B. In honor of National Women’s History Month there was a special presentation recognizing Commissioner Demetria Vong-Spillan for her years of service on the Board of Commissioners. Former Commissioner Steven Pitocchi presented Commissioner D. Vong-Spillan with a plaque highlighting her great contributions and expert knowledge she provided to the Board and the Community. The presentation was followed by each Commissioner giving special thanks to Commissioner D. Vong-Spillan for her leadership and valuable service to the Board, Tenant Community and the City of South San Francisco. Several members of the Community present also thanked Commissioner D. Vong-Spillan for her service to the Tenant Community.

Meeting was adjourned at 7:10 pm

Seal

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Chairperson

Attest

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Secretary

RESOLUTION NO. 1149

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH  
SAN FRANCISCO, STATE OF CALIFORNIA

\* \* \* \* \*

RESOLUTION APPROVING AMENDMENTS TO THE  
AGENCY 5 YEAR PLAN FOR YEAR 2022 THROUGH  
YEAR 2026 AND CERTIFICATIONS OF  
COMPLIANCE WITH PHA PLAN AND RELATED  
REGULATIONS

RESOLVED, by the Board of Commissioners of the Housing Authority of the City of South  
San Francisco, that

WHEREAS, AMENDMENTS TO THE 5 YEAR AGENCY PLAN FOR THE YEAR OF  
2022 THROUGH 2026 has been submitted and approved by the Board of Commissioners. The Amendments  
to the 5 YEAR AGENCY PLAN FOR 2022 THROUGH 2026 was posted and available for public view from  
March 10<sup>th</sup> through April 14<sup>th</sup>, and notices were sent for all public hearing dates with the San Mateo Times  
Newspaper Group in compliance with The Quality Housing and Work Responsibility Act of 1996.

NOW, THEREFORE, BE IT RESOLVED that the attached Certification of Compliance with  
PHA Plan and Related Regulations be approved and signed by the Chair and Secretary of the Board  
of Commissioners passed and adopted this 14th day of April 2025.

Seal

\_\_\_\_\_  
Chairman

Attest

\_\_\_\_\_  
Secretary

<b>5-Year PHA Plan (for All PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p><b>PHA Name:</b> <u>Housing Authority of the City of South San Francisco</u>      <b>PHA Code:</b> <u>CA015</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>04/2022</u>  <b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> <u>2022-2026</u>  <b>PHA Plan Submission Type:</b>   <input type="checkbox"/> 5-Year Plan Submission      <input checked="" type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The 5 Year Agency Plan is available to the public via our website at SSFHA.org as well as our South San Francisco Housing Authority Office located at 350 C Street, South San Francisco, CA 94080, Monday through Friday (except for holidays) from 9:00 am to 4:00pm.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" data-bbox="203 1260 1461 1898"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																	

<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><b>The Mission of the Housing Authority of the City of South San Francisco is the same as that of the Department of Housing &amp; Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination and violence.</b></p>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <ol style="list-style-type: none"> <li>1. <b>Reorganize the Housing Authority of the City of South San Francisco’s operations and capital improvement plan to operate more efficiently and expeditiously with the end goal to improve the quality of life and provide self-efficiency opportunities for all residents living in the South San Francisco Housing Authority community</b></li> <li>2. <b>Continue to renovate aging units and complete capital improvement projects as follows: Roof replacement, Interior and exterior painting, Interior cabinet and floor replacement, Window replacement, Landscaping and water conservation projects, upgrade security system including camera upgrades, fencing, lighting, safety and security policies</b></li> <li>3. <b>Create the Housing Authority website to improve communications and transparency</b></li> <li>4. <b>Automate the Housing Authority operating systems to operate more efficiently</b></li> <li>5. <b>Create disaster emergency preparedness and resiliency plan for the SSFHA community and organization</b></li> <li>6. <b>Implementing a Mass Communication feature to notify residents by either text or email of natural disasters or emergency situations within the community</b></li> <li>7. <b>Address health &amp; safety concerns by testing aging units for lead and doing abatement where lead is detected</b></li> <li>8. <b>Address health &amp; safety concerns in relations to the threat of carbon monoxide poisoning by converting all buildings from gas to electric</b></li> <li>9. <b>Improving WIFI connectivity and access</b></li> <li>10. <b>Improving ADA accessibility by upgrading bathrooms from tubs to showers in designated ADU units</b></li> <li>11. <b>Installing or upgrading handrails in designated ADU units</b></li> </ol>
	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ol style="list-style-type: none"> <li>1. <b>Completed roof replacement for 17 buildings</b></li> <li>2. <b>Organized NERT Training for the community</b></li> <li>3. <b>Did minor maintenance upgrades to 49 units</b></li> <li>4. <b>Upgraded Camera &amp; Security System</b></li> <li>5. <b>Installed new fencing</b></li> <li>6. <b>Converted 1 ADA unit from bath to shower</b></li> </ol>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p>
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>

C.1	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p>
C.2	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.3	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p>

**D.1**

**Affirmatively Furthering Fair Housing.** (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

**Fair Housing Goal:**

*Describe fair housing strategies and actions to achieve the goal*

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*Describe fair housing strategies and actions to achieve the goal*

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*Describe fair housing strategies and actions to achieve the goal*

**Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs**

A. PHA Information. All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table.

**B. Plan Elements.**

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR § 903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR § 903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR § 903.6\(a\)\(3\)](#)).

**C. Other Document and/or Certification Requirements.**

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

**C.2 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

**C.3 Certification by State or Local Officials.**

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4 Required Submission for HUD FO Review.**

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**D. Affirmatively Furthering Fair Housing.**

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

RESOLUTION NO. 1150

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH  
SAN FRANCISCO, STATE OF CALIFORNIA

\* \* \* \* \*

RESOLUTION CIVIL RIGHTS CERTIFICATIONS

RESOLVED, by the Board of Commissioners of the Housing Authority of the City of South San Francisco, that

WHEREAS, the Board of Commissioners will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d-4) the fair Housing Act (42 U.S.C 3601-19) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title 11 of the Americans with Disabilities Act (42 U.S.C 12101 et. Seq.) and other applicable civil rights requirements as outlined in the Civil Rights Certification attached.

NOW, THEREFORE, BE IT RESOLVED that the attached Civil Rights Certification is hereby approved by the Board of Commissioners, through this resolution and will be signed by the Chair and Secretary of the Board of Commissioners passed and adopted this 14th day of April 2025.

Seal

\_\_\_\_\_  
Chairman

Attest

\_\_\_\_\_  
Secretary

**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 3/31/2024

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Amended 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintains records reflecting these analyses and actions.

Housing Authority of The City of South San Francisco

CA015

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

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

\_\_\_\_\_  
Name of Executive Director: Leah Taylor

\_\_\_\_\_  
Name of Board Chairperson: Avin Sharma

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

SOUTH SAN FRANCISCO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
PROTOCOLS & BEST PRACTICES

COMMITTEE REPORT WITH REDLINE COPY  
FOR PUBLIC PRESENTATION & APPROVAL

PLEASE NOTE ONLY SECTIONS REDLINED AND MARKED WILL BE PRESENTED,  
REVIEWED AND DISCUSSED AS THE OFFICAL SECTIONS CHANGED, ADDED AND  
RECOMMENDED BY THE COMMITTEE.

**RESOLUTION NO. 1147**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO ADOPTING THE HOUSING AUTHORITY OF THE CITY SOUTH SAN FRANCISCO BOARD OF COMMISSIONER PROTOCOLS**

**WHEREAS**, the Authority was created by the City of South San Francisco and its Board of Commissioners are appointed by the City Council of the City of South San Francisco; and

**WHEREAS**, the Board desires to adopt a set of rules and procedures to ensure that the Board conducts its business in a fair, equitable, effective, and transparent manner.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of The City of South San Francisco hereby adopts the Housing Authority of The City of South San Francisco Housing Authority Board of Commissioner Protocols that are attached hereto as Exhibit A and incorporated herein by reference.

\*\*\*\*\*

I, Leah Taylor, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the South San Francisco Housing Authority at a scheduled meeting thereof held on the 14th day of April 2025 by the following vote:

**AYES, BOARDMEMBERS:** \_\_\_\_\_

**NOES, BOARDMEMBERS:** \_\_\_\_\_

**ABSTAIN, BOARDMEMBERS:** \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
**Clerk of the Authority**

**APPROVED:**

\_\_\_\_\_  
**Chair of the Board**



**COUNTY OF SAN MATEO**  
**OFFICE OF THE CONTROLLER**

**Juan Raigoza**  
Controller

**Kristie Silva**  
Assistant Controller

**Kim-Anh Le**  
Deputy Controller

**Patrick Enriquez**  
Dept Director of Automation

**County Government Center**  
555 County Center, 4th Floor  
Redwood City, CA 94063  
650-363-4777  
<https://smcgov.org/controller>

March 24, 2025

Leah Taylor, Executive Director  
Housing Authority of the City of South San Francisco  
350 C St.  
South San Francisco CA 94080

Dear Ms. Taylor:

This letter serves as our formal request for your annual voluntary contribution in-lieu of property tax (PILOT) for parcel number 014160010:

Prior Year Assessable Value (AV) 3/31/2024	\$ 8,154,286.41
AV Multiplier	1.02
Current Year Assessable Value (AV) 3/31/2025	\$ 8,317,372.14
Tax Rate	0.0017013
Amount Due - PILOT 3/31/2025	<b>\$ 14,150.35</b>

Please contact Namita Easrani, Accountant II, at (650)599-1124 or email [neasrani@smcgov.org](mailto:neasrani@smcgov.org) if you have any questions.

Thank you.

Sincerely,

*Amanda Johnson*

Amanda Johnson  
Property Tax Division Manager