**[DATE]**

**[XXX]**

Executive Director

**[NAME OF HOUSING AUTHORITY]**

**[ADDRESS LINE 1]**

**[CITY, STATE, ZIP]**

Re: Public Records Act Request Regarding the Implementation of the Small Area Fair Market Rule

Dear **XXX**,

**We** write this letter pursuant to the **California Public Records Act (California Government Code Section 6250 *et seq*.)**. The Department of Housing and Urban Development has issued guidance stating public housing authorities (PHAs) in 24 regions must begin implementing Small Area Fair Market Rents (SAFMRs) as soon as possible but no later than April 1, 2018. **[NAME OF PHA]** is located in one of the 24 regions. **We** are a not-for-profit legal services organization who works with voucher families and families seeking to obtain vouchers. In order to better serve our clients, we are interested in learning more about **[NAME OF PHA]**’s implementation of SAFMRs.

**We** are requesting copies of records in the possession of your agency which contain the following information with respect to **[NAME OF PHA]’s** implementation of the SAFMRs rule and the Section 8 Housing Choice Voucher Program administered by your agency.

“Record” or “Records” means and includes all “writings” as **defined in section 50 of the California Evidence Code**, namely, “handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

1. PHA policies related to the use of SAFMRs including but not limited to policies that protect tenants from rent increases when there is a reduction in the current payment standard.
2. Any documents or record(s) related to the implementation of SAFMRs including maps, data, or other materials used to determine how to apply SAFMRs and how to determine payment standards.
3. If being used, payment standard tiers and the corresponding zip codes.
4. Documents related to the information provided to current HCV participants regarding the implementation of SAFMRs, including but not limited to notices about the change in the payment standard for both current and prospective tenants.
5. Any waiver request(s) submitted to the Department of Housing and Urban Development (HUD) related to SAFMRs including all documentation and/or record(s) that indicates adverse market conditions.
6. All documentation regarding the development and implementation of an alternative payment standard if SAFMRs will not be employed by the PHA. **(MTW Agencies only)**

**WE** request a response to this request within **[# OF DAYS YOUR PUBLIC REQUEST LAW REQURIES A RESPONSE]** days of your receipt, and an even prompter reply if possible, via email or to my attention at the address indicated on the letterhead. Where the information is contained in electronic database, **we** request that such information be provided in electronic form. Please provide a signed response citing any legal authorities on which you rely if you determine that any or all of the requested information will not be disclosed. If I can provide any clarification that will help expedite your response to my request, please do not hesitate to contact me by phone at **[PHONE NUMBER]**, or by email at **[EMAIL]**.

As previously mentioned, we are a not-for-profit legal services organization and **we** do not charge our clients for our services. **We** therefore kindly request a waiver of any copying charges. Thank you in advance for your attention to this request.

Sincerely,

cc. [co-counsel names & organizations]