

# PHAPLans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBEC OMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** Housing Authority City of Kennewick

**PHANumber:** WA012

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2003

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at:(select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**

# PHAF ISCAL YEARS 2000 -2004

[24CFRPart903.5]

## A.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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

*“The mission of the Kennewick Housing Authority is to attempt to relieve the shortage of safe, decent and affordable housing available to low -income persons; create opportunities for residents to increase their self -sufficiency and independence; and assure fiscal integrity in all programs we administer”.*

## B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA's may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: **i.e., HOME**
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)  
**Achieve & maintain high performance**
  - Improve voucher management: (SEMAP score)  
**Achieve & maintain high performance**

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach effort to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site -based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families: **Public Housing & Section 8 Participant Employability/ Self-Sufficiency Workshop/Training.**
- Provide or attract supportive services to improve assistance recipients' employability: **WEX, WA State Workstudy & Green Thumb training site.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Meal on Wheelshome delivery, Health Dept. & Aging and Long Term Care presentations & services.**
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**FIVE-YEAR GOALS**

**Goal One:** Manage the Kennewick Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings and accomplish our agency mission, in providing and elevating the shortage of safe, decent and affordable housing available to low-income families and promote self-sufficiency in partnering with local agencies.

- Objectives:**
1. HUD shall continue to recognize the Kennewick Housing Authority as a high performer by December 31, 2004.
  2. The Kennewick Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2003.
  3. Restore and improve Kennewick Housing Authority properties through Capital Fund Program.
  4. Reduce slum and blight property conditions and assist in revitalization of distressed neighborhoods through the inspection process of Housing Quality Standards and improve safety and livability of neighborhoods through partnerships with local Police Department.
  5. The Kennewick Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry.

**Goal Two:** Expand the range and quality of housing choices available to participants in the Kennewick Housing Authority's Public Housing and Section 8 rental assistance programs (provided decent housing).

- Objectives:**
1. Provide subsidies to low income persons for existing rental housing through utilization of Federal Section 8 rental assistance program.
  2. Make available permanent housing that is affordable to low income persons without discrimination through efficient operation of the Kennewick's owned units and efficient management of Kennewick's Section 8 rental assistance program.
  3. The Kennewick Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its Public Housing and Section 8 rental assistance programs.

4. The Kennewick Housing Authority shall establish a partnership with local agencies to help their Public Housing & Section 8 program participants to become homeowners by December 31, 2004.
5. The Kennewick Housing Authority shall attract an estimate of 5 new landlords who want to participate in the Section 8 rental program by December 31, 2004. -20

**Goal Three: Adapt the Kennewick Housing Authority's housing stock and program resources to more closely meet the housing needs and the markets identified in our needs assessment.**

- Objectives:**
1. Assist the City in identifying low income families and available resources from private sector to reduce barriers to affordable housing.
  2. The Kennewick Housing Authority shall develop 4 - 6 units of housing for low income people with special needs (disabilities and elderly population), by December 31, 2004.
  3. Locate at least one to two partners, non-profit, locally or nationally-based. These partners will work with the Kennewick Housing Authority on acquisition, improvement and/or development of additional housing opportunities for this target population.

**AnnualPHAPlan**  
**PHAFiscalYear 2003**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiati  
anddiscretionarypoliciesethePHAhasincludedintheAnnualPlan.

ves

- **TheKennewickHousingAuthority(KHA)hasadopted one(1)localpreferencetotheSection8&PubicHousing Programs,“WorkerSelectionPreference”.TheKHAhas retainedtheremainingpreferencesforthisprogram; “rentburden”,preferenceto“elderly”families,age62 yearsandolder,andfamilieswhoseheadofhouseholdis “disabled”.**
- **TheKennewickHousingAuthorityhasestablisheda minimumrentof\$0.00.**
- **TheKennewickHousingA uthorityhasretainedtheflat rentsforthePublicHousingDevelopments.**
- **TheKennewickHousingAuthorityrequiresaninterim re-certificationsifaPublicHousingresidentorSection8 participanthouseholdincomeincrease\$100permonthor more.**



- **The Kennewick Housing Authority has established the Section 8 program Payment Standards at 110% of the published Fair Market Rents (FMR's).**
- **The Kennewick Housing Authority has expanded its Pet Policy to include the Sunnyslope Homes development (multifamily units).**

**In summary, the Kennewick Housing Authority is on track to improve the condition of affordable housing in Kennewick (in its jurisdiction).**

**iii. Annual Plan Table of Contents**

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

**Required Attachments:**

- A)** Admissions Policy for Deconcentration
- B)** FY2003 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- C)** PHA Management Organizational Chart
- B)** FY2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other ( List below, providing each attachment name)
  - D)** Membership of the RAB
  - E)** P&E Report –CFP -2001
  - F)** P&E Report –CFP -2002

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/ 99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b> <b>Resolution #784</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
<b>X</b> <b>Resolution #784</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
<b>X</b> <b>Resolution #820</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5 (h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan and applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by

completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall 2,348	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	<b>1,061</b>	<b>5</b>	<b>3</b>	N/A	<b>1</b>	<b>3</b>	<b>1</b>
Income > 30% but <= 50% of AMI	<b>812</b>	<b>4</b>	<b>2</b>	N/A	<b>1</b>	<b>3</b>	<b>1</b>
Income > 50% but < 80% of AMI	<b>282</b>	<b>3</b>	<b>1</b>	N/A	<b>1</b>	<b>3</b>	<b>1</b>
Elderly	<b>193</b>	<b>5</b>	<b>5</b>	N/A	<b>5</b>	<b>2</b>	<b>4</b>
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: **2002-2004**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>117</b>		
Extremely low income <= 30% AMI	<b>60</b>	<b>51.3%</b>	
Very low income (> 30% but <= 50% AMI)	<b>30</b>	<b>25.6%</b>	
Low income (> 50% but < 80% AMI)	<b>18</b>	<b>15.4%</b>	
Families with children	<b>90</b>	<b>76.9%</b>	
Elderly families	<b>16</b>	<b>13.7%</b>	
Families with Disabilities	<b>11</b>	<b>9.4%</b>	
Race/ethnicity/ White/Non-Hispanic	<b>68</b>	<b>58.1%</b>	
Race/ethnicity/ Black	<b>11</b>	<b>9.4%</b>	
Race/ethnicity/ Asian, Indian/pacific islander	<b>3</b>	<b>2.6%</b>	
Race/ethnicity/ Hispanic	<b>35</b>	<b>30%</b>	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>87</b>	<b>30%</b>	
2BR	<b>104</b>	<b>35.8%</b>	
3BR	<b>48</b>	<b>16.5%</b>	
4BR	<b>0</b>	<b>0%</b>	
5BR	<b>0</b>	<b>0%</b>	
5+BR	<b>N/A</b>	<b>N/A</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families on to the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>173</b>		
Extremely low income <= 30% AMI	<b>55</b>	<b>31.8%</b>	
Very low income (> 30% but <= 50% AMI)	<b>40</b>	<b>23.1%</b>	
Low income (> 50% but < 80% AMI)	<b>47</b>	<b>27.1%</b>	
Families with children	<b>142</b>	<b>82.1%</b>	
Elderly families	<b>15</b>	<b>8.7%</b>	
Families with Disabilities	<b>16</b>	<b>9.3%</b>	

Housing Needs of Families on the Waiting List			
Race/ethnicity/ White/Non-Hispanic	98	57%	
Race/ethnicity/ Black	23	13.2%	
Race/ethnicity/ Asian/Pacific Islander	4	2.3%	
Race/ethnicity/ Hispanic	48	28%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

##### **Need: Shortage of affordable housing for all eligible populations**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units



- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) **Maintain existing outreach efforts**

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employment admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) **Maintain existing outreach efforts**

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below) **Maintain existing outreach efforts**

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below) **Maintain existing outreach efforts**

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below) **Maintain existing outreach efforts**

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below) **Continue participation and sponsorship of fair housing annual forums for the general public.**

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	<b>358,031</b>	
b) Public Housing Capital Fund	<b>363,279</b>	
c) HOPEVI Revitalization	<b>N/A</b>	
d) HOPEVI Demolition	<b>N/A</b>	
e) Annual Contributions for Section 8 Tenant -Based Assistance	<b>3,383,065</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>N/A</b>	
g) Resident Opportunity and Self - Sufficiency Grants	<b>N/A</b>	
h) Community Development Block Grant	<b>N/A</b>	
i) HOME/CHDO	<b>96,750</b>	<b>Construct 6 fully accessible ADA units for disabled/handicap and elderly population.</b>
Other Federal Grants (list below)		
*Family Self -Sufficiency (FSS)	<b>38,889</b>	<b>FSS Coordinator</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
WA19P012501-01 (Capital Fund 2001)	<b>0.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	<b>421,908</b>	<b>PH</b>
<b>4. Other income (list below)</b>		
Interest	<b>22,000</b>	<b>PH</b>
ND Rental	<b>20,703</b>	
Excess Utility	<b>2,451</b>	<b>PH</b>
Other	<b>6,674</b>	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
<b>Total resources</b>	<b>4,713,750</b>	

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

#### (1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **For admissions, verification will be considered valid if dated no earlier than 90 days prior to the admission date.**

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing? (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) **History of valid complaints, i.e., disturbing neighbors, destruction of property, fraud in connection with any housing program, outstanding payments to the Housing Authority, to public utility companies, evictions or termination of assistance or occupancy.**

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

**(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3)Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of a roster removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4)AdmissionsPreferences**

a. Income target in g:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work) **Administrative transfers will be processed with new admissions using a ratio of one transfer for every five (5) new admissions.**
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

- 1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If 'no' is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- 1 High rent burden



Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA - resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other (list) **In writing within 10 calendar days from the occurrence.**

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site -based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and development targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which development will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- Not applicable: result of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts  
 List (any applicable) developments below:

## B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug -related activity only to the extent required by law or regulation  
 Criminal and drug -related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug -related activity (list factors below)  
 Other (list below) **Fraud in connection with any housing program evictions or terminations of assistance or occupancy outstanding rent, or other amounts owed to another Housing Authority.**

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you - share with prospective landlords? (select all that apply)

- Criminal or drug -related activity  
 Other (describe below) **Family behavior and/or suitability for tenancy (tenancy history, rent and tenant damage history).**

**(2)WaitingListOrganization**

a. With which of the following program waiting lists is the section 8 tenant assistance waiting list merged? (select all that apply) -based

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant assistance? (select all that apply) -based

- PHA main administrative office
- Other (list below)

**(3)SearchTime**

a.  Yes  No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

1. **Whether the family has requested the extension prior to the expiration of the voucher.**
2. **Whether the family can provide documentation demonstrating good faith effort to locate suitable housing.**
3. **To determine whether it is reasonable to assume the family, with an extension, will be able to use the voucher by locating suitable housing.**
4. **The family was prevented from locating a unit due to disability accessibility requirements that would constitute for a reasonable accommodation or extremely large size bedroom unit requirement.**
5. **All the above will require the family to show good faith documentation of a Search Record; indicating activities and barriers in locating a suitable unit.**

**(4)AdmissionsPreferences**

a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admission to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) **Elderly families whose head of household is 62 years and older, and families whose head of household is disabled/handicap.**

3. If the PHA will employ admission preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

1 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) **Elderly families whose head of household is 62 years and older, and families whose head of household is disabled/handicap.**

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

Through published notices

Other (list below)

1. **Outreach to major Social Service & Community minority agencies (to outreach to low -income families, minority and disabled populations, etc.)**
2. **Channel 13 (Public Service Announcement).**
3. **Giant Nickel (free publication).**
4. **KONARadio (radio station for free public service announcements).**
5. **La Viva (Spanish Newspaper).**

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

**A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusion policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses  
 For the non-reimbursed medical expenses of non-disabled or non-elderly families  
 Other (describe below) **The Kennewick Housing Authority will conduct interim re-certifications when families have an increase in income of \$100 per month or if it's a new source of income.**



e. Ceiling rents

1. Do you have ceiling rents? (rent set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$100**

- Other(list below) **Residents shall inform the Kennewick Housing Authority in writing within 10 calendar days of any increase in income of any household member or change in family composition.**

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability?(select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other(list/desc ribe below) **Establish Flat Rents by survey of similar assisted and unassisted units in the neighborhood. Comparison using the above survey, Section 8’s Payment Standards and Payment Standards (minus) utility allowances and calculated the average using the (lesser) of the figure with the Housing Authority’s Payment Standard.**

**B. Section 8 Tenant -Based Assistance**

Exemptions: PHA that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA’s payment standard?(select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below) **To address Deconcentration issues, for families to have the ability to select livable and affordable housing choices in neighborhoods with a wider range of selection options to better schools, employment options, transportation, less crime/violence, affordability, etc.**

d. How often are repayment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

1. **Market vacancy rates**
2. **Market trends**
3. **Size and quality of units leased under the program.**

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

- b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHA section. Section 8 only PHAs must complete parts A, B, and C (2) As are not required to complete this

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>190</b>	<b>36</b>
Section 8 Vouchers	<b>442</b>	<b>40</b>
Section 8 Certificates	<b>N/A</b>	
Section 8 Mod Rehab	<b>N/A</b>	
Special Purpose Section 8 Certificates/Vouchers (list individually)	<b>50 Mainstream 50 Family Unification</b>	<b>5 8</b>
Public Housing Drug Elimination Program (PHDEP)	<b>N/A</b>	
Other Federal Programs (list individually)	<b>N/A</b>	

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- **Admissions and Continued Occupancy Plan**
- **Maintenance Policy; including pest control**
- **Personnel Policy**
- **Facilities Use Policy**
- **Pet Policy**
- **Drug Free Policy**
- **Procurement Policy**

(2) Section 8 Management: (list below)

- **Section 8 Administrative Plan**

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub -component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

**B. Section 8 Tenant -Based Assistance**

- 1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR982?

If yes, list additions to federal requirements below:

- 2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment B; Capital Fund 2003 Annual & P&E**

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

**(2)Optional5 -YearActionPlan**

Agenciesareencouragedtoinc ludea5 -YearActionPlancoveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthe PHAPlantemplate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a.  Yes  No: IsthePHAprovidinganoptional5 -YearActionPlanforthe CapitalFund?(ifno,skiptosub -component7B)

b.If yestoquestiona,selectone:

TheCapitalFundProgram5 -YearActionPla nisprovidedasanattachmentto thePHAPlanatAttachment(statename **AttachmentB;CapitalFund2003 Annual&P&E**

-or-

TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsert here)

**B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)**

Applicabilityofsub -component7B:AllPHAsadministeringpublichousing.Identifyanyapproved HOPEVIand/orpub lichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFund ProgramAnnualStatement.

Yes  No:a)HasthePHAreceivedaHOPEVIrevitalizationgrant?(ifno, skiptoquestionc;ifyes,provideresponsestoquestionbfor eachgrant,copyingandcompletingasmanytimesasnecessary) b)StatusofHOPEVIrevitalizationgrant(completeonesetof questionsforeachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgr ant:(selectthestatementthatbestdescribesthecurrent status)

- RevitalizationPlanunderdevelopment
- RevitalizationPlansubmitted,pendingapproval
- RevitalizationPlanapproved
- ActivitiespursuanttoanapprovedRevitalizationPlan underway

Yes  No:c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No:d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:

Yes  No:e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

### **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

#### 2. Activity Description

Yes  No: Has the PHA provided the activity description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	



<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 9 03.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other ( explain below)

3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S.

Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26- 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA -established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self -sufficiency Programs**

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 -Only PHAs are not required to complete sub -component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **12/31/1999**

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program

- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)


**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmaykiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandaresentsubmittingaPHDEPPlanwiththisPHAPlanmaykiptosub componentD.

**A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasures toensurethesafetyofpublichousingresidents (selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaiti nglisunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)



3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

The Kennewick Housing Authority has a Pet Policy that is enforced at both the Sunnyslope Homes (M/F Units) and Keewaydin Plaza (E/D/SHI - Rise units).

**15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24CFR Part 903.79(p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

## **17.PHA Asset Management**

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (Filename)
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

- 1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

**a. Nomination of candidates for place on the ballot: (select all that apply)**

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

**b. Eligible candidates: (select one)**

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

**c. Eligible voters: (select all that apply)**

- All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

- 1. Consolidated Plan jurisdiction: (provide name here) **City of Kennewick**
- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  1. **Construct a 6 -unit complex (2 -bd. fully accessible units, allocated to disabled/handicapped elderly population) with awarded HOME/CHDO, matched financing and private funds, with donated land from Banner Bank.**
  2. **Locating additional option housing for the special needs population (elderly).**
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

1. Attachment A; Deconsentration Study
2. Attachment B; FY2003 Capital Fund Program Annual Statement & 5 - Year Plan
3. Attachment C; KHA Organizational Chart
4. Attachment D; Membership of the Resident Advisory Board (RAB)
5. Attachment E; FY2002 Capital Fund – P&E Report
6. Attachment F; FY2001 Capital Fund – P&E Report
7. Attachment G; FYRASS Follow -Up Narrative

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and III

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval:      (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non -CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment -Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 -19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**AnnualStatement**  
**CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost



**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>					

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of Units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

## ATTACHMENT1

### **Statement of Progress in Meeting 5-Year Mission & Goals Housing Authority City of Kennewick (KHA)**

#### Goals 1, 2 & 3 :

- A. The KHA continues its efforts in successfully achieving to manage and operate the organization to its full compliance capacity, in achieving a high performing status from HUD in its Public Housing and Section 8 programs.

The KHA's FY2002 independent state audit results, indicate the KHA is in full compliance accountability with the state laws and regulations, federal regulations, and its own policies and procedures in the areas examined. No findings were identified.

- B. As outlined in the KHA's mission statement in "attempting to relieve the shortage of safe, decent and affordable housing availability to low-income persons; create opportunities for residents to increase their self-sufficiency and independence: the KHA is currently proceeding in its efforts in the pre-development stages of constructing a 6-unit garden style, 100% fully handicap accessible housing project to meet the needs of our community's low-income disabled and elderly population in providing available independent living housing.

The housing project known as "Mitchell Manor" is currently being brought forth to the City's Economic & Community Development Planning Department for site approval.

The KHA has leveraged HOME funds and is also in the preliminary application stages of securing matching funds from Federal Home Loan Bank of Cincinnati, Banner Bank/Key Bank, and Washington Housing Trust Fund.

Anticipated construction is to start in early 2004 and will be a Section 8 Project Based housing project. -

**ATTACHMENT A**

**Kennewick Housing Authority (KHA)  
Deconcentration Study  
(Average Income Comparability)  
For Public Housing Developments -190 Units  
January 2003**

KHA Development Average Household Income

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**Development #1 (M/F - Multifamily):**

Sunnyslope Homes (Project 12 -1) \$1,179,952.00\*123 units Average Income  
\$9,593.00

\*Total Average Income for Development #1: \$9,593.00

**Development #2 (E/D/H - Elderly/Disabled/Handicap):**

Keewaydin Plaza (Project 12 -4) \$501,338.00\*60 units Average Income  
\$8,355.00

\*Total Average Income for Development #2: \$8,355.00

\*\*\*\*\*

**Total Average Income for all KHA Developments (Project 12 -1 & 12 -4)** **\$9,187.00**  
(M/F & E/D/H units, \$1,681,290.00\*183 units = \$9,187.00)

15% above or below total average income: **\$1,378.00**

Elderly & disabled developments are excluded from many deconcentration rules. Developments that fall within 15% above or below the average will be excluded from the provisions within the rule.

c:/karlene/deconcentrationstudy.doc1/03

## ATTACHMENT A1

### **Admissions Policy for Deconcentration**

### **Housing Authority City of Kennewick**

## CHAPTER 9. ELIGIBILITY FOR ADMISSIONS

There are six (6) eligibility requirements for admission to the Public Housing Program: available units appropriate for the family, qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent/authorization documents. In addition to the eligibility criteria, families must also meet the KHA's screening criteria in order to be admitted to the Public Housing Program.

1. Eligibility Criteria. The KHA will admit, as residents of its low-income developments, applicants who, at the time of admissions, meet all the following requirements:

A. Availability of appropriate Units & Type :

In order for an applicant to be considered for admission to the Public Housing program, the KHA must have an appropriate size and type of dwelling unit, and type of development, in its public housing inventory.

B. Family Status :

The KHA accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under State law.

Unborn children and children in the process of being adopted are not considered family members for the purpose of determining bedroom size and are not considered family members for determining income limits.

B.1. To be eligible for participation, in addition, an applicant must meet HUD's criteria as any permissible additional criteria established by the KHA:

The HUD's eligibility criteria are :

- i. An applicant must be a "family";
- ii. An applicant must be within the appropriate Income Limits, whose annual family income does not exceed the most current approved lower income family limits in effect at the time of the lease. Income limits are published annually by HUD;
- iii. An applicant must provide/furnish Social Security Numbers for all family members ages six and older;
- iv. An applicant must provide/furnish declaration of Citizenship or

Eligibility Immigrant Status and verification where required, per 24CFR Part 200 Subpart G;

- v. At least one member of the applicant family must be either a U.S. Citizen or have eligible immigration status before the KHA may provide any rental assistance.

C. The applicant family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors:

C.1. Evidence of Citizenship/Eligible Immigration Status and Social Security numbers will be verified at the initial application submittal and before the applicant family is selected from the waiting list for final eligibility and for housing.

2. Family Composition: The applicant must qualify as a Family. A family may be a single person or group of persons.

A. Preference over Single Persons: A "single" person receives the lowest priority on the KHA's waiting list, regardless of their claimed/verified preference. Such applicants will be offered housing assistance only after no qualified elderly person with a disability remain on the waiting list for the same unit bedroom size. r

A.1. A single person who is not elderly or displaced person, or a person with disabilities, or the remaining member of a family may not be provided a unit with two or more bedrooms.

B. Family Composition Definition: A "family" includes a family with a child or children. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. The KHA determines if any other group of persons qualifies as a "family".

B.1. A single person family may be:

- i. An elderly person;
- ii. A handicapped person;
- iii. A person with a disability

B.2. Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.

B.3. A child who is "temporarily" away from the home because of placement in state foster care is considered a member of the family. The KHA will determine the status of "temporarily". This provision only pertains to the



foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

B.4. A family also includes :

Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship.

B.5. Head of Household : The head of household is an adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a legally binding lease under State and local law. State emancipated minors who qualify under State law will be recognized as head of household.

B.6. Spouse of Head : Spouse means the legal husband or wife of the head. For proper application of the Non-Citizens Rule, the definition of spouse is: "the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

B.7. Co-Head: An individual in the household who is equally responsible for the legally binding lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

B.8. Live-In Aide/Care Provider :

i. A family may include an approved live-in aide provided that such live-in aide:

- a. Is determined by the KHA to be essential to the care and well being of an elderly person, or a person with a disability;
- b. Not obligated for the support of the person(s);
- c. Would not be living in the unit except to provide 24-hour around the clock care for the person(s).

ii. Live-in aide is treated differently than family members in that:

- a. Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits;
- b. Are not subject to Non-Citizen Rule requirements; May not be considered as a remaining member of the tenant family.
- c. Relatives are automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.
- d. A live-in aide may only reside in the unit with the approval of the KHA. The applicant or tenant must request to add a live-in aide to their lease and unit by submitting a written request, completing a Reasonable Accommodation form along with

submitting a completed Reasonable Accommodation Verification Form must be completed by a third party professional on behalf of the applicant and/or tenant. \*See Section 2 Reasonable Accommodation for the required steps and forms to request such accommodation for a live-in aide. The verification must include the hours of care that is needed and will be provided to the applicant or tenant.

- e. At any time, the KHA has the right and will refuse to approve a particular person as a live-in aide or may withdraw such approval if the person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program; a person who commits drug or criminal activity; if the person currently owes rent or other monies to the KHA or to another Public Housing Authority in connection with the Section 8 and/or Public Housing assistance under the 1937 Housing Act.

B.9. Split Households Prior to Housing/Leasing :

- i. When a family on the waiting list splits into two (2) otherwise eligible families due to divorce or legal separation, and both families claim the same placement on the waiting list, and there is no court determination, the KHA will make the decision taking into consideration the following factors:
  - a. Which family member applied as a head of household;
  - b. Which family unit retains the children or any disabled or elderly members;
  - c. Restrictions that were in place at the time the family applied for housing;
  - d. Role of domestic violence split;
  - e. Recommendations from a state social service agency.
- ii. Documentation of these factors is the responsibility of the families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the KHA.

B.10. Multiple Families in the Same Household : When families apply which consist of two families living together, (i.e., such as a mother and father, a daughter with her own spouse and children), if they apply as a family, they will be treated as a family unit.

B.11. Joint Custody of Children : The following outlines the establishment of joint custody of children:

- i. Children who are subject to a joint custody agreement but live with

one parent at least 55% of the time within a calendar year will be considered members of the household. To define 55% of the time is when the child(ren) are living with the parent for 201 days of the calendar year, which does not have to run consecutively, but on a consistent basis.

- ii. When both parents are on the Waiting List and both are trying to claim the child(ren), the KHA will request a copy of the court awarded Parenting Plan to establish custodialship.

3. Other Criteria For Admissions : The KHA will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program:

- A. The family or any family member must not have violated any family obligation during a previous participation in the Section 8 and/or Public Housing program for five (5) years prior to final eligibility determination.
  - A.1 The KHA will make an exception if the family member who violated the family obligation is not a current member of the household on the application, upon applying for housing assistance. This will be determined on a case-by-case basis, and up to the discretion of the Housing Authority.
  - A.2. The family must pay any outstanding debt owed to the KHA as a result of prior participation in any federal housing program before the KHA will allow admittance into the Public Housing low rent program or any subsidized program.
  - A.3. On a case-by-case basis the KHA will allow exceptions due to health reasons. The KHA will verify the family is in good standing regarding any payment agreement made with another PHA. For residents who owe money to another housing authority or the KHA, and has entered into a repayment agreement, it is the initial housing authority's responsibility to monitor the repayment agreement for compliance and inform the receiving housing authority (KHA if applicable) of such non-compliance for determining program assistance.
  - A.4. The KHA will check the criminal history for all adult members in the household to determine whether any member of the family has violated any of the prohibited behavior/acts as referenced in the Screening and Eviction for Drug or Criminal Activity section.
  - A.5. A family may not be admitted into the program from another KHA program or another housing authority assisted program (i.e., Section 8 Program). A Section 8 tenant who wishes to become/live in the Public Housing program as a resident must apply separately, when the program waiting list is open and meet required admissions criteria for program assistance. This also applies for Public Housing tenants, wishing to participate in the Section 8 program.

4. Changes in Eligibility Prior to Effective Date of Lease Execution and Receiving Housing Assistance: Changes that occur during the period between the lease -up process may affect the family's eligibility or share of rental assistance and tenant payment.
5. Eligible and Ineligible Families : The KHA will document its determination that an applicant is eligible and meets the KHA's admission standards. The KHA will also document its determination that an applicant is ineligible, does not meet the KHA's admission standards, or will be dropped from the waiting list for any other reason(s). All applicants will be notified of such determination in writing from the KHA. (See General Guidelines for Applicant/Tenant Criteria for Eligibility Grievances).
6. Prohibited Admissions Criteria : Admission to the program may not be based on where the family lives before admission to the program. Admission to the program may not be based on:
  - A. Discrimination:
    - A.1. Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.
    - A.2. Discrimination because a family includes children.
  - B. Income Eligibility :
    - B.1. Admission to units available on or after October 1, 1981: To be eligible for admission to developments or scattered -site based units that were available for occupancy before October 1, 1981, the family's annual income must be within the low -income limit set by HUD. This means the family's combined income cannot exceed 80 percent of the median income guidelines for the area, per HUD 24CFR 5.607.
    - B.2. To be eligible for admission to developments or scattered -site units that became available on or after October 1, 1981, the family's annual income must be within the very low -income limit set by HUD, unless HUD grants an exception. This means without a HUD exception, the family's combined income cannot exceed 50 percent of the median income guidelines for the area.
    - B.3. A family may not be admitted to the Public Housing program from another assisted housing program (i.e., tenant -based Section 8 Program) or from a Public Housing program operated by another housing authority without meeting the income requirements of the KHA. \*See also Section 3.A.5 Above.
    - B.4. If the KHA acquires a property for federal public housing purposes, the families living there must have incomes within the low -income limit in order to be eligible to remain as public housing tenants under the program.
    - B.5. Income limit restrictions do not apply to families transferring within the Public Housing program (i.e., unit transfers).
    - B.6. If there are no eligible families on the waiting list and the KHA has published a 30 -day notice of available units in at least one newspaper of general circulation, families above the applicable limit may be housed.

They must vacate the unit if an eligible family applies and is admitted into the program.

- C. Citizenship/Eligibility Status: The following outlines eligibility:
- C.1. To be eligible each member of the family must be a U.S. citizen, national, or non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 143a(a)).
  - C.2. Each family shall meet the following for assistance:
    - i. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
    - ii. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of the three types of assistance. (See section 13.6 for calculating rents under the non-citizen rule).
    - iii. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.
- D. Mandatory Social Security Numbers: Families are required to provide verification of Social Security Numbers for all family members age 6 years and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to person joining the family after admission to the program. Once a child who reaches 6 years of age, who did not have a social security number at the time of admissions, must apply, receive and submit the Social Security Number to the KHA. rity
- D.1. Failure to furnish verification of Social Security Numbers is grounds for denial and/or termination of assistance.
  - D.2. Persons who have not been issued a Social Security Number must sign a certification that they have never been issued a Social Security Number by the Social Security Administration.
  - D.3. Persons who disclose their Social Security Numbers but cannot provide verification must sign a certification and provide verification within 90 days.
- E. Verification of Status Before Admissions: The KHA will not provide assistance to families prior to the verification of eligibility for the individual or at least one family member pursuant to this section.
- F. Signing Consent Forms:
- F.1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head or spouse regardless of age, shall sign one or more consent forms.
  - F.2. The consent form must contain, at a minimum of the following:

- i. A provision authorizing HUD or the KHA to obtain from State Wage Information Collection Agencies (SWICA's) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
- ii. A provision authorizing HUD or the KHA to verify with previous or current employers income information pertinent to the family's eligibility for or level/amount of assistance;
- iii. A provision authorizing HUD to request income information from the IRS and the SAA for the sole purpose of verifying income information pertinent to the family's eligibility level of benefits;
- iv. A statement that the authorization to release the information requested by the consent form expires fifteen (15) months after the date the consent form is signed.

7. Tenant Screening & Suitability:

- A. The KHA will screen family behavior or suitability for tenancy. The KHA is responsible for screening families based on their tenancy histories.
- B. Applicant families will be evaluated to determine whether based on their recent behaviors such as behavior could reasonably be expected to result in noncompliance with the Public Housing Dwelling Lease. The KHA will look at past conduct as an indicator for future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, KHA employees, or other residents residing in the immediate vicinity of the property.
  - B.1. The family must pass at least 3 -5 years landlord references or pass landlord references for the last consecutive 10 years of their rental history.
  - B.2. The KHA will consider objective and reasonable aspects of the family's background, including the following:
    - i. Payment of rent and utility bills;
    - ii. Caring for a unit and premises.
  - B.3. History of any criminal and drug activity by any household member involving, but not limited to, crimes of physical violence against persons or property and any other engaged criminal activity, including drug -related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or caused damage to the property.
  - B.4. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from:
  - B.5. History of abusing alcohol in any way that may interfere with the health, safety, or right to peaceful enjoyment by others.

- B.6. Compliance with other essential conditions of tenancy.
- C. The KHA will ask and request applicants to provide information demonstrating their ability to comply with the essential elements of the Public Housing Dwelling Lease. The KHA will verify the information provided, such as but not limited to:
- C.1. A credit check of the head of household, spouse and any co-head members;
  - C.2. A rental history check of all adult family members who are 18 years of age;
  - C.3. A criminal background check on all adult household members who are 18 years of age and older, including any live-in aides/care providers. This check will be made through law enforcement or other criminal background verification agency as allowed by HUD. Where the individual has lived/resided outside the local area of the KHA, the KHA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).
  - C.4. A Home Visit: The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe, sanitary and overall livable manner. The visit inspection considers cleanliness, care of rooms, appliances and appurtenances and may also consider any evidence of criminal and drug activity.
  - C.5. A check of the State's Lifetime Sex Offender registration program for each adult household member who is 18 years of age and older, including live-in aides/care providers. No individual registered within the lifetime or within the registration program (lifetime or not) will not be admitted and found ineligible to the Public Housing Program.
8. Grounds for Denial for Applicants and Tenants : The following outlines the policies for applicants and tenants:
- A. Applicant Denial: The KHA is not required and applicants are not entitled for assistance who:
    - A.1. Do not meet anyone (1) or more of the KHA's eligibility criteria(s)
    - A.2. Do not supply information or documentation required by the application process;
    - A.3. Have failed to respond to a written request for information and/or verification or are requested to declare their continued interest in the program;
    - A.4. Have a history of not meeting financial obligations, especially rent;
    - A.5. Do not have the ability to maintain (with or without assistance) their housing in a decent, safe, livable condition where such habits could adversely affect the health, safety, or living enjoyment and welfare of other tenants;
    - A.6. History of engaging in any criminal and/or drug activity by any household member involving, but not limited to, crimes of physical violence against persons or property and any other engaged criminal activity, including drug-related criminal activity that would adversely affect the health,

safety, or wellbeing of other tenants or staff for caused damage to the property;

- A.7. A history of disturbing neighbors or destruction of property;
- A.8. Who currently owes monies owed to the KHA, another Housing Authority or current/past landlord, in connection with the Public Housing or Section 8 programs;
- A.9. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;
- A.10. Who were evicted within five (5) years of the projected date of admission because of criminal and/or drug related activity involving the personal use of or possession for personal use;
- A.11. Who were evicted within five (5) years of the projected date of admission because of criminal and/or drug related activity involving the illegal manufacturing, sale distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- A.12. Who are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The KHA may on a case-by-case basis, at its discretion, waive this requirement if:
  - i. The person can certify and demonstrate to the KHA's satisfaction the person is no longer engaging in criminal or drug-related criminal activity or abuse of alcohol;
  - ii. Has successfully completed a certified and supervised drug or alcohol rehabilitation program within a reasonable time frame;
  - iii. Has otherwise been rehabilitated successfully and can certify this success;
- A.13. Have engaged in or threatened abusive or violent behavior towards any KHA staff or resident, even in a retaliation manner;
- A.14. Have a household member who has ever been evicted from Public Housing;
- A.15. Have a family household member who has been terminated under the Section 8 Voucher program;
- A.16. State's Sex Offender registration program for each adult household member who is 18 years of age and older, including live-in aides/care providers. No individual registered within the lifetime or within the registration program (lifetime or not) will not be admitted and found ineligible to the Public Housing Program.
- A.17. Denied for Life: If any family member has been convicted of manufacturing or producing methamphetamine.
- A.18. Denied for Life: Has a "lifetime" registration under the State Sex Offender registration or any part of the registration program.





**ATTACHMENT A2**

**Income Limits and Deconcentration Worksheet**

**Housing Authority City of Kennewick**

Appendix I

Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families
Sunnyslope	124	123	109	89%
Keewaydin Plaza	66	66	60	91%

% Very Poor in

Census Tract

Target Number

Number Needed of below 30% of median area income

Number Needed above 30% of median area income

Waiting list number of families Appendix 2

**AttachmentB –FY2003CapitalFundProgramAnnualStatement**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
<b>PHAName:</b> HOUSINGAUTHORITY CITYOFK ENNEWICK		<b>GrantTypeandNumber</b> CapitalFundProgramGrantNo:WA19P012501 -03 ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant:</b> 2003
<input checked="" type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnualStatement(revisionno:    )					
<input type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmen tAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds	0			
2	1406Operations	36,327			
3	1408ManagementImprovements	25,000			
4	1410Administration	36,327			
5	1411Audit	0			
6	1415Liqui datedDamages	0			
7	1430FeesandCosts	0			
8	1440SiteAcquisition	0			
9	1450SiteImprovement	23,000			
10	1460DwellingStructures	223,759			
11	1465.1DwellingEquipment —Nonexpendable	17,166			
12	1470NondwellingStructures	0			
13	1475Nond wellingEquipment	1,000			
14	1485Demolition	0			
15	1490ReplacementReserve	0			
16	1492MovingtoWorkDemonstration	0			
17	1495.1RelocationCosts	700			
18	1499DevelopmentActivities	0			
19	1501CollaterizationorDebtService	0			
20	1502 Contingency	0			
21	AmountofAnnualGrant:(sumoflines2 –20)	363,279			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHAName:</b> HOUSING AUTHORITY CITY OF KENNEBEC	<b>Grant Type and Number</b> Capital Fund Program Grant No: WA19P012501 -03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP /CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide Activities	<u>Operations</u>	1406		36,327				
	<b>TOTAL</b>			<b>36,327</b>				
HA Wide Activities	<u>Management Improvements</u> Training for Public Housing Staff to keep updated on HUD changes & procedures.  Update computer programs.	1408		18,163				
	<b>TOTAL</b>			<b>25,000</b>				
HA Wide Activities	<u>Administration</u> Mod Staff Salaries and fringe benefits: 50% Mod/Maint Mgr; 10% E.D.; 15% Maintenance Foreman; 10% Finance Officer.	1410		36,327				
	<b>TOTAL</b>			<b>36,327</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP /CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA12 -1 Sunnyslope	<u>Site Improvement</u> 1. Remove trees and shrubs obstructing sewer lines. 2. Scope sewer lines for damage and repair if needed. 3. Enclose outside A/Cs.	1450	5	2,500				
WA12-4 Keewaydin Plaza	Restore/repave parking lot, stripping and curbscut.			5,000				
				5,500				
				10,000				
	<b>TOTAL</b>			<b>23,000</b>				
WA12 -1 Sunnyslope	<u>Dwelling Structures</u> 1. Purchase and install tub inserts and surrounds for damaged bathtubs and surrounds.	1460	11	15,107				
WA12 -4 Keewaydin Plaza	Remodel kitchen/baths and replace worn carpets.		10	208,652				
	<b>TOTAL</b>			<b>223,759</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP /CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA12 -1 Sunnyslope	<u>Dwelling Equipment –Non -Expendable</u> Replace old refrigerators.	1465. 1	5	1,966				
WA12 -4 Keewaydin Plaza	1. Replace ranges in kitchen remodel unit to handicap ranges. 2. Replace deteriorating heat pumps.		12	4,200				
	<b>TOTAL</b>			<b>17,166</b>				
HA Wide Activities	<u>Non-Dwelling Equipment</u> Purchase inventory storage shelves.	1475	10	1,000				
	<b>TOTAL</b>			<b>1,000</b>				
WA12-4 Keewaydin Plaza	<u>Relocation Cost</u> Cost for moving residents for kitchen/bath remodel project.	1495. 1	11	700				
	<b>TOTAL</b>			<b>700</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Housing Authority City of Kennewick	Grant Type and Number Capital Fund Program No: WA19P012501-03 Replacement Housing Factor No:	Federal FY of Grant: 2003
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide Activities	12/31/04			06/30/06			
WA12 -1 Sunnyslope	12/31/04			06/30/06			
WA12 -4 Keewaydin	12/31/04			06/30/06			

**Capital Fund Program Five -Year Action Plan**  
**Part I: Summary**

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PHAName HOUSINGAUTHORITY CITYOFKENNEWICK		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/H A-Wide	Year1 FY-2003	WorkStatementforYear2 FFYGrant:WA19P01250104 PHAFY:2004	WorkStatementforYear3 FFYGrant:WA19P01250105 PHAFY:2005	WorkStatementforYear4 FFYGrant:WA19 P01250106 PHAFY:2006	WorkStatementforYear5 FFYGrant:WA19P01250107 PHAFY:2007
	Annual Statemen t				
12-1Sunnyslope		61,000	75,000	76,000	156,200
12-4Keewaydin Plaza		234,400	174,600	110,385	65,000
HAWide Activities		0	30,000	100,000	15,000
CFPFundsListed for5 -year planning		295,400	279,600	286,385	236,200
Replacement HousingFactor Funds		0	0	0	0

**CapitalFundProgramFive -YearActionPlan  
PartI I:SupportingPages —WorkActivities**

Activities for Year1	ActivitiesforYear: <u>2</u> FFYGrant:WA19P01250104 PHAFY:2004			ActivitiesforYear: <u>3</u> FFYGrant:WA19P01250105 PHAFY:2005		
FY: 2003	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See Annual Statement	WA12 -1/Sunnyslope	Sewerlines	11,000	12 -1Sunnyslope	Sewerlines	15,000
		SiteImprovement	5,000		SiteImprovement	10,000
		Unitlocks	45,000		Kitchens	50,000
		<b><i>Subtotal</i></b>	<b><i>61,000</i></b>		<b><i>Subtotal</i></b>	<b><i>\$75,000</i></b>
				12-4KeewaydinPlaza	Kitchens/baths/carpet	160,600
					Ranges	3,000
	12-4/KeewaydinPlaza	Kitchens/baths/carpets.	218,400		Heatpumps	11,000
		Heatpumps	11,000			
		Ranges	5,000		<b><i>Subtotal</i></b>	<b><i>\$174,600</i></b>
		<b><i>Subtotal</i></b>	<b><i>\$234,400</i></b>			
	HAWideActivities			HAWideActivities	Replacevehicle	30,000
					<b><i>Subtotal</i></b>	<b><i>\$30,000</i></b>
	<b>TotalCFPEstimatedCost</b>		<b>\$295,400</b>			<b>\$279,600</b>

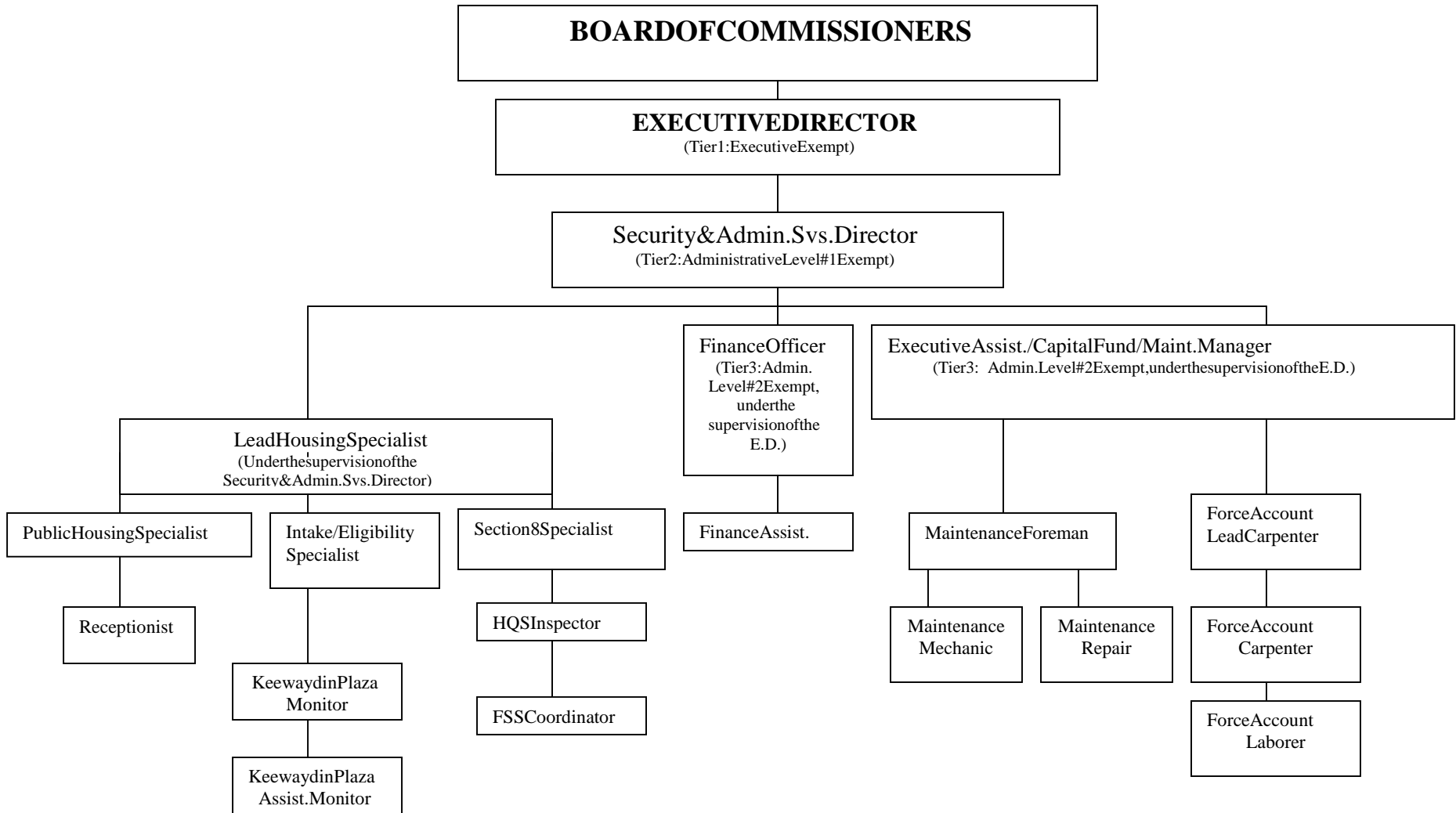
**Capital Fund Program Five - Year Action Plan**  
**Part II: Supporting Pages — Work Activities**

Activities for Year: 4  
 FFY Grant: WA19P01250106  
 PHAFY: 2006

Activities for Year: 5  
 FFY Grant: WA19P01250107  
 PHAFY :2007

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
12-1 Sunnyslope	Sewerlines	11,000	12-1 Sunnyslope	Site Improvement	20,000
	Water valves	65,000		Unit ceiling repair	60,000
				Trickle ventilator Windows	51,200
	<b><i>Subtotal</i></b>	<b><i>\$76,000</i></b>		Sidewalk repair	25,000
				<b><i>Subtotal</i></b>	<b><i>\$156,200</i></b>
12-4 Keewaydin Plaza	Carpet	30,000			
	Site Improvement	10,000			
	Laundry Facility	70,385	12-4 Keewadin Plaza	Site Improvement	20,000
				Replace lighting fixtures in common area	15,000
	<b><i>Subtotal</i></b>	<b><i>\$110,385</i></b>		Redo Main Entrance	30,000
				<b><i>Subtotal</i></b>	<b><i>\$65,000</i></b>
HA Wide Activities	Office addition	\$100,000			
			HA Wide Activities	Replace vehicle	15,000
	<b><i>Subtotal</i></b>	<b><i>\$100,000</i></b>		<b><i>Subtotal</i></b>	<b><i>\$15,000</i></b>
<b><i>Total CFPEstimatedCost</i></b>		<b><i>\$286,385</i></b>			<b><i>\$236,200</i></b>

**HOUSING AUTHORITY CITY OF KENNEWICK  
ORGANIZATIONAL CHART  
2003**



**ATTACHMENT D**

**Housing Authority City of Kennewick**

**Membership of the Resident Advisory Board/Boards**

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<b>Elizabeth Villa</b>	<b>WA12-1 – Sunnyslope Homes</b>
<b>Elvira Pineda</b>	<b>WA12-1 – Sunny slope Homes</b>
<b>Josie Setelo</b>	<b>WA12 –4 – Keewaydin Plaza</b>
<b>Beatrice Espindola</b>	<b>Section 8</b>

**AttachmentE -P&EReport -CFP -2002**

AnnualStatement/PerformanceandEvaluationReport					
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName: HOUSINGAUTHORITY CITYOFKENNEWICK		GrantTypeand Number CapitalFundProgramGrantNo:WA19P012501 -02 ReplacementHousingFactorGrantNo:		FederalFYofGrant: 2002	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> RevisedAnnualStatement(revisionno: (1)					
<input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding:12/31/02 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totaln on-CFPFunds	0	0	0	0
2	1406Operations	37,467	36,327	36,327	0
3	1408ManagementImprovements	4,000	9,914	9,914	0
4	1410Administration	38,207	36,327	36,327	0
5	1411Audit	0	0	0	0
6	1415LiquidatedDamages	0	0	0	0
7	1430FeesandCosts	3,222	0	0	0
8	1440SiteAcquisition	0	0	0	0
9	1450SiteImprovement	7,477	7,477	0	0
10	1460DwellingStructures	253,240	253,240	253,240	1296.75
11	1465.1DwellingEquipment —Nonexpendable	17,166	17,166	4,200	0
12	1470NondwellingStructures	0	0	0	0
13	1475Nondw ellingEquipment	1,000	1,328	1,328	0
14	1485Demolition	0	0	0	0
15	1490ReplacementReserve	0	0	0	0
16	1492MovingtoWorkDemonstration	0	0	0	0
17	1495.1RelocationCosts	1,500	1,500	1,500	0
18	1499DevelopmentActivities	0	0	0	0
19	1501Collateriza tionorDebtService	0	0	0	0
20	1502Contingency	0	0	0	0
21	AmountofAnnualGrant:(sumoflines2 -20)	363,279	363,279	342,836	1296.75

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK	Grant Type and Number Capital Fund Program Grant No: WA19P012501 -02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: (1))  
 Performance and Evaluation Report for Period Ending: 12/31/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide Activities	<u>Operations</u>	1406		37,467	36,327	36,327	0	Reduced line item to 10% of budget. \$1,140 to 1408
	<b>TOTAL</b>			<b>37,467</b>	<b>36,327</b>	<b>36,327</b>	<b>0</b>	
HA Wide Activities	<u>Management Improvements</u> Training for Public Housing Staff to keep up dated on HUD changes & procedures.	1408		4,000	9,914	9,914	0	\$1,140 from 1408, \$1,552 from 1410, \$3,222 from 1430.
	<b>TOTAL</b>			<b>4,000</b>	<b>9,914</b>	<b>9,914</b>	<b>0</b>	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HAWide Activities	<u>Administration</u> Mod Staff Salaries and fringe benefits: 50% Mod/Maint Mgr; 10% E.D.; 15% Maintenance Foreman; 10% Finance Officer.	1410		38,207	36,327	36,327	0	Reduced line item to 10% of budget. \$1,552 to 1408 & \$328 to 1475.
<b>TOTAL</b>				<b>38,207</b>	<b>36,327</b>	<b>36,327</b>	<b>0</b>	
WA12 -4 Keewaydin Plaza	<u>Fees &amp; Costs</u> Building permit for kitchen/bath remodel project.	1430		3,222	0	0	0	Per new building inspector, no permit is required.
<b>TOTAL</b>				<b>3,222</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA12 -1 Sunnyslope	<u>Site Improvement</u> 1. Remove trees and shrubs obstructing sewer lines. 2. Scope sewer lines for damage and repair if needed.	1450	3	1,500	1,500	0	0	
WA12-4 Keewaydin Plaza	Remove trees that are damaging pavement/walkways and restore area with plantings.		1	1,000	1,000	0	0	
	<b>TOTAL</b>			<b>7,477</b>	<b>7,477</b>	<b>0</b>	<b>0</b>	
WA12 -1 Sunnyslope	<u>Dwelling Structures</u> 1. Replace window blinds that have cords on them. 2. Purchase and install tub inserts and surrounds for damaged bathtubs and surrounds.	1460	33	6,270	6,270	6,270	0	
WA12 -4 Keewaydin Plaza	Remodel kitchen/baths and replace worn carpets.		16	24,170	24,170	24,170	1,296.75	
			11	222,800	222,800	222,800	0	
	<b>TOTAL</b>			<b>253,240</b>	<b>253,240</b>	<b>253,240</b>	<b>1,296.75</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: HOUSING AUTHORITY CITY OF KENNEWICK		Grant Type and Number Capital Fund Program Grant No: WA19P012501 -02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA12 -1 Sunnyslope	<u>Dwelling Equipment – Non -Expendable</u> Replace old refrigerators.	1465. 1	5	1,966	1,966	0	0	
WA12 -4 Keewaydin Plaza	1. Replace range sink in kitchen remodel unit to handicap ranges. 2. Replace deteriorating heat pumps.		12	4,200	4,200	4,200	0	
			10	11,000	11,000	0	0	
	<b>TOTAL</b>			<b>17,166</b>	<b>17,166</b>	<b>4,200</b>	<b>0</b>	
HA Wide Activities	<u>Non-Dwelling Equipment</u> Purchase Drain Cleaning Machine.	1475	1	1,000	1,328	1,328	0	\$328 from 1410
	<b>TOTAL</b>			<b>1,000</b>	<b>1,358</b>	<b>1,328</b>	<b>0</b>	
WA12-4 Keewaydin Plaza	<u>Relocation Cost</u> Cost for moving residents for kitchen/bath remodel project.	1495. 1		1,500	1,500	1,500	0	
	<b>TOTAL</b>			<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName:		Grant Type and Number Capital Fund Program No : WA19P012501-02 Replacement Housing Factor No:					Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Date s
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide Activities	12/31/03			06/30/05			
WA12 -1 Sunnyslope	12/31/03			06/30/05			
WA12 -4 Keewaydin	12/31/03			06/30/05			

AttachmentF –P&EReport –CFP -2001

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary</b>					
<b>PHAName:</b> HOUSINGAUTHORITYCITYOFKENNEWICK		<b>GrantTypeand Number</b> CapitalFundProgramGrantNo: WA19P012501-01 ReplacementHousingFactorGrantNo:			<b>FederalFYofGrant:</b> 2001
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input checked="" type="checkbox"/> Revised AnnualStatement(revisionno: (2) <input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding:12/31/02 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operations	37,467	37,467	37,467	13,927.47
3	1408ManagementImprovements	19,458	14,699	14,699	3,866.42
4	1410Administration	37,467	37,467	37,467	37,467.00
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	1,611	1,611	1,611	1,610.75
8	1440SiteAcquisition				
9	1450SiteImprovement	10,000	7,500	7,500	4,549.85
10	1460DwellingStructures	211,851	220,562	215,562	204,566.14
11	1465.1DwellingEquipment —Nonexpendable	17,670	17,670	17,670	4,845.00
12	1470NondwellingStructures	34,794	34,342	34,342	34,340.93
13	1475NondwellingEquipment	10,257	10,257	10,257	5,980.47
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts	1,500	500	500	286.10
18	1499DevelopmentActivities				
19	1501CollateralizationorDebtService				
20	1502Contingency				
21	AmountofAnnualGrant:(sumoflines2 –20)	382,075	382,075	377,075	311,440.13
22	Amountoffline21RelatedtoLBPAactivities				
23	Amountoffline21RelatedtoSection504compliance				
24	Amountoffline21RelatedtoSecurity –SoftCosts				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHAName:</b> HOUSING AUTHORITY CITY OF KENNEWICK	<b>Grant Type and Number</b> Capital Fund Program Grant No: WA19P012501-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: (2))  
 Performance and Evaluation Report for Period Ending: 12/31/02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: <b>HOUSING AUTHORITY CITY OF KENNEWICK</b>		Grant Type and Number Capital Fund Program Grant No: WA19P012501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Activities	<u>Operations:</u>	1406		37,467	37,467	37,467	13,927.47	
	<b>TOTAL</b>			<b>37,467</b>	<b>37,467</b>	<b>37,467</b>	<b>13,927.47</b>	
Ha-Wide Activities	<u>Management Improvements:</u> 1. Training for public housing staff to keep updated on HUD changes and procedures, LBP & UPC training. 2. Software – Upgrade computer system. 3. Upgrade voice mail system to Y2K.	1408		10,900	10,899	10,899	2,916.51	\$4,758 moved to 1460.
				3,300	3,300	3,300	449.91	
				5,258	500	500	500.00	
	<b>TOTAL</b>			<b>19,458</b>	<b>14,699</b>	<b>14,699</b>	<b>3,866.42</b>	
HaWide Activities	<u>Administration:</u> Mod Salaries: 50% Mod/Maint Manager, 10% Executive Director, 15% Maint. Foreman, & 10% Finance Officer.	1410		37,467	37,467	37,467	37,467.00	
	<b>TOTAL</b>			<b>37,467</b>	<b>37,467</b>	<b>37,467</b>	<b>37,467.00</b>	
WA12 -4 Keewaydin Plaza	<u>Fees &amp; Costs:</u> Renew building permit for kitchen/bath remodel.	1430		1,611	1,611	1,611	1610.75	
	<b>TOTAL</b>			<b>1,611</b>	<b>1,611</b>	<b>1,611</b>	<b>1610.75</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: <b>HOUSING AUTHORITY CITY OF KENNEWICK</b>		Grant Type and Number Capital Fund Program Grant No: WA19P012501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA12 -4 Keewaydin Plaza	<u>Site Improvements:</u> Restore parking lot, stripping and curb painting.	1450	1	2,500	0	0	0	Line item moved to CFP - 2003, \$2,500 moved to 1460.
WA12 -1 Sunnyslope	1. Scope sewer lines for damage. 2. Tree removal.		11 2	6,500 1,000	6,500 1,000	6,500 1,000	3,549.85 1,000.00	
<b>TOTAL</b>				<b>10,000</b>	<b>7,500</b>	<b>7,500</b>	<b>4,549.85</b>	
WA12 -4 Keewaydin Plaza	<u>Dwelling Structures:</u> 1. Remodel kitchens, baths and replace carpets. 2. Install ADA door openers. 3. Install security card system.	1460	10 4	206,351 3,000 2,500	212,359 7,143 1,060	212,359 2,143 1,060	204,566.14 0 0	
<b>TOTAL</b>				<b>211,851</b>	<b>220,562</b>	<b>215,562</b>	<b>204,566.14</b>	
WA12-1 Sunnyslope	<u>Dwelling Equipment -Non-Expendable:</u> Replace old refrigerators.	1465.	1 10	3,620	3,620	3,620	1,810.00	
WA12 -4 Keewaydin Plaza	1. Replace ranges in kitchen remodel unit to handicap ranges. 2. Replace deteriorating heat pumps.		10 10	3,050 11,000	3,050 11,000	3,050 11,000	3,035.00	
<b>TOTAL</b>				<b>17,670</b>	<b>17,670</b>	<b>17,670</b>	<b>4,845.00</b>	



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: <b>HOUSING AUTHORITY CITY OF KENNEWICK</b>		Grant Type and Number Capital Fund Program Grant No: WA19P012501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA12 -4 Keewaydin Plaza	<u>Non-Dwelling Structures:</u> 1. Install forced air heaters/coolers in common areas to improve ventilation in lobby and hallways. 2. Repair water damage to community space walls.	1470	2	32,294	32,294	32,294	32,294.00	Completed.
				2,500	2,048	2,048	2,046.93	Completed, \$453 moved to 1460.
	<b>TOTAL</b>			<b>34,794</b>	<b>34,342</b>	<b>34,342</b>	<b>34,340.93</b>	
HA Wide Activities	<u>Non-Dwelling Equipment:</u> 1. Purchase inventory racks, map storage unit, and labeler. 2. Purchase Laser Printer & install for large capacity printing. 3. Purchase tailgate lift for truck in order to move big appliances. 4. Purchase digital cameras for PHAS inspections and unit damages.	1475		2,624	2,624	2,624	1,304.00	
			1	5,000	5,000	5,000	2,043.97	
			1	1,863	1,863	1,863	1,862.50	Purchased.
			1	400	400	400	400.00	Purchased
WA12 -4 Keewaydin Plaza	Purchase refrigerator for community kitchen.		1	370	370	370	370.00	Purchased.
	<b>TOTAL</b>			<b>10,257</b>	<b>10,257</b>	<b>10,257</b>	<b>5,980.47</b>	
WA12 -4 Keewaydin Plaza	<u>Relocation Costs:</u> Costs while moving residents for kitchen bath remodel project.	1495.	1	1,500	500	500	286.10	\$1,000 to 1460
	<b>TOTAL</b>			<b>1,500</b>	<b>500</b>	<b>500</b>	<b>286.10</b>	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: <b>HOUSING AUTHORITY</b> <b>CITY OF KENNEWICK</b>		Grant Type and Number Capital Fund Program No: <b>WA19P012501-01</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2001</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide Activities	06/30/03			06/30/04				
WA12 -1 Sunnyslope	06/30/03			06/30/04				
WA12 -4 Keewaydin Plaza	06/30/03			06/30/04				

Housing Authority City of Kennewick (KHA)

**ATTACHMENT G**

**“RASS” FOLLOW UP PLAN  
NARRATIVE**

**SAFTEY:** The KHA has added a one (1) staff administrative position for a Security Director. This staff will be responsible in working closely with both our Keewaydin Plaza (Hi -Rise Senior/Disabled Development) and Sunnyslope Homes (Multifamily Development) developments. The Security Director will be available on a twenty-four hour, seven days a week availability to respond to residents, local law enforcement and safety teams for security issues. The KHA will be conducting monthly Resident Security Meetings, giving the residents the opportunity to meet and work collaboratively with the KHA in identifying and addressing current and on-going security issues and needs. Outside community, state or federal agencies will be available to conduct on-site awareness workshops/fairs, along with the KHA continuing to issue quarterly resident newsletters and literature distribution to educate residents and KHA staff on how to identify, address and improve personal/residents safety and security issues, that will in return get the residents involved to promote and achieve a safe and secure housing community in general. The KHA will promote and financially support for Resident Council Advisory Board officers or any interested residents to attend annual landlord training that is offered to the community and sponsored by the City of Kennewick Police Department. The KHA is in the final stages of installing a Security Proximity Keypad System at its Keewaydin Plaza development (Hi -Rise building/elderly & disabled residents). Building security was the number one issue identified for resolution from residents of this development.

**COMMUNICATON:** The KHA will continue to issue a quarterly newsletter, on-going literature and dinner -agency programs services surveys informing tenants of new program & federal regulations updates, along with giving the residents the opportunity to inform the KHA on how efficient or deficient the KHA staff services being administered. The executive director and management staff has and will continue to work effortlessly in attending and organizing residents self-sufficiency, security and social events and workshops informing and maintaining an efficient cooperative relationship with residents and the KHA.

## ATTACHMENTH

### **ImplementationofPublicHousingResident CommunityServiceRequirementsPolicy**

#### **HousingAuthorityCityofKennewick**

1. Pursuantto24CFR960.603,exceptforanyfamilymemberwhoisanexemptindividual, eachKennewickHousingAuthority adultresidentofpublichousingmust:
  - a. Contribute8hourspermonthofcommunityservice(notincludingpolitical activities);or
  - b. Participateinaneconomicself -sufficiencyprogramfor8hourspermonth;or
  - c. Perform8hourspermonthofcombinedactivities asdescribedinparagraphs1)and 2)above.
  - d. The PHA provides a supportive resident service in administers a “Direct Service Referral & Follow -Up” program to all public housing residents, in establishing and maintaining a collaborative community relationsh ip in referring residents to local agencieswhoprovidequalifyingcommunityserviceorself -sufficiencyactivities.
  - e. Violationoftheservicerequirementisgroundsfornonrenewaloftheleaseupon30 dayswrittennoticefromthePHAattheendofthetwel ve-monthleaseterm.
  
2. ResidentNotification :  
ThePHAmustgivethefamilyawrittendescriptionoftheservice requirementandofthe processforclaimingstatusasanexemptpersonandforPHAverificationofsuchstatus. ThePHAmustalsotifythe familyofitsdeterminationidentifyingthefamilymembers who are subject to the service requirement, and the family members who are exempt persons.
  
3. DeterminationofExemptStatus :  
ThePHAwilldeterminestatusofExemptIndividual(950.601)andresid entcompliance annuallyatannualre -examination.  
Exemptindividualisanadultwhoprovides3<sup>rd</sup>partyverificationthattheyare:
  - a. 62yearsorolder;
  - b. (i)ablindordisabledindividual,asdefinedunder216(I)(1)or1614ofthe SocialSecurityAct(42U.S .C.416(I)(1);1832c),andwhocertifiesthatbecause ofthisdisabilitysheorheisunableto comply with the service provisions of thissubpart,or  
(ii)primarycaretakerofsuchindividual;
  - c. Engagedinworkactivities;
  - d. Meetingtherequirementsforbei ngexemptedfromhavingtoengageinawork activityundertheStateprogramfundedunderpartAoftitleIVoftheSocial SecurityAct(42U.S.C.601etseq.)orunderanyotherwelfareprogramofthe StateinwhichthePHAislocated,includingaState -administeredwelfare -to-work program;or

- e. a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

4. Determination of Compliance:

The PHA must review family compliance with service requirements, and must verify such compliance annually at least thirty (30) days before the end of the twelve-month lease term. The PHA will require third-party signed certification that the family member has performed such qualifying activities administered by organizations other than the PHA. The PHA will maintain documentation of service requirement performance or exemption in tenant files.

5. Determination of Non-Compliance:

If a family member who is required to fulfill a service requirement, violates this family obligation (noncompliant resident), the PHA will provide proper written notice of noncompliance and nonrenewal of the lease at the end of the lease term. The notice will:

- a. Describe non-compliance;
- b. State PHA will not renew lease at end of 12 month lease term unless:
  - i. Tenant and any other noncompliant resident enters into a written agreement with the PHA to cure such noncompliance and in fact cures such noncompliance in accordance with such agreement; or
  - ii. Family provides written assurance satisfactory to the PHA that tenant or other noncompliant resident no longer resides in the unit.
- c. Provide opportunity for grievance hearing in accordance with grievance policy.

6. Tenant Agreement to Comply with Service Requirement:

If tenant or another family member has violated the service requirement, the PHA may not renew the lease upon expiration of the term unless:

- a. Tenant and any other noncompliant resident, enter into a written agreement with the PHA, in the form and manner required by the PHA, to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12-month term of the new lease, and
- b. All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

## ATTACHMENT I

### “SUBSTANTIAL DEVIATION” & “SIGNIFICANT AMENDMENT/MODIFICATION”

#### Housing Authority City of Kennewick

Per PIH99 -51, Subpart G, December 14, 1999 notice, the Housing Authority City of Kennewick (KHA) has defined the following definitions to its Agency Annual Plan:

1. “Substantial Deviation”: A direct major impact of change within the organizations’ mission and agency plan in the areas of Demolition and Disposition, Designation & Conversion of Housing Assistance, Implementation/Administration of Homeownership Programs, within its.
2. “Significant Amendment/Modifications”: A minor significant impact or change from a Substantial Deviation (major) change within the organizations’ mission and agency plan in the area of total operation & management policies to include but not limited to: Policies on Eligibility, Section, Admissions & Continued Assistance Policies; Grievances, Housing Needs, Capital Improvements Needs, Crime/Safety, Community Service Programs, etc, that