

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003-2004

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Thurston County

PHA Number: WA049

PHA Fiscal Year Beginning: 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
- Olympia Public library
- PHA website
- Other (list below)

It is the intention of staff over the next year to develop a Standard Operations Manual separate from the Administrative Plan which will be limited to policy issues rather than administrative procedures (as suggested by the Housing Voucher Program Guidebook). This will be available at the Main Office along with the Administrative Plan.

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

PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

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 Housing Authority of Thurston County is to provide safe, decent and affordable housing and services to low-income, disabled and at-risk individuals and families. The ultimate goal of the Housing Authority is to assist individuals and families to secure long-term permanent housing. (Adopted by the Board of Commissioners, December, 2002)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs 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 ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

Goals adopted by the Housing Authority's Board of Commissioners in December, 2002 are as follows:

- ⌚ To increase affordable housing opportunities for low income individuals and families.
- ⌚ To create and support efforts which preserve residential areas, promote the rehabilitation of housing, and enhance the development of communities.
- ⌚ To work in partnership with the community to develop successful programs for emergency, transitional and permanent housing opportunities for at-risk and disabled individuals and families in need.

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:
- Acquire or build units or developments
- Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - 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)
Work with landlords to correct deficiencies to units in a timely manner.

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
As necessary in order to provide a wide range of housing choices for participants without the risk of pushing rents up higher in the general market and negatively impacting low income families not being assisted by the program. (FY 2004)
 - Implement voucher homeownership program: (FY 2004)
 - 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:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

1. Staff remains knowledgeable about support services in the community in order to make referrals or to help link individuals with needed resources.
2. Participate in community consortium of service providers in order to maintain linkages between housing and services.
3. Develop policies that are consistent with individuals achieving their maximum level of self-sufficiency.
4. Continue to operate a Family Self-Sufficiency program for a program size of f 125 families.
5. Continue to operate and staff the Community Services Division to provide housing support services to at-risk and homeless families.
6. Continue to seek housing support services/case management funding and FSS funding to further increase capacity.
7. Continue to set aside vouchers for the purpose of assisting in transitional housing for graduates of the transition programs. (FY 2004)
8. Implement of priority on the Voucher Program to individuals and families who have been successful on the HOME Tenant Based Rental Assistance Program. (FY 2004)
9. Advocate continuing operation of a HOME TBRA program when Thurston County becomes and entitlement community under the HOME Program. (FY 2004)
10. Continue to operate the Individual Development Account Program until its expiration with a goal of 50 families saving money toward homeownership, further education, or capitalizing a business. (FY 2004)

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)

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (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 file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 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:

- PHA Management Organizational Chart (WA049a01)
- FY 2000 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) WA049b01
- Other (List below, providing each attachment name)
 - Statement of Progress on Meeting the 5-Year Goals (WA049c01)
 - Membership of the Resident Advisory Board (WA049d01)
 - Commissioners Board Representative (WA049e01)
 - Homeownership Administrative Plan (WA049f01)
 - Project Based Voucher Administrative Plan (WA049g01)
 - Board of Commissioners (WA9049h01)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications 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
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the public housing A & O Policy	Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" 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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s 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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2,943	5	5	2	2	2	2
Income >30% but <=50% of AMI	2,635	4	3	2	2	2	2
Income >50% but <80% of AMI	2,556	2	2	2	2	2	2
Elderly	1,494	3	2	2	2	2	2
Families with Disabilities	Unknown						
Hispanic	369	5	5	2	2	2	2

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:
- 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)
Table III-13, The Profile, 1999

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.

Housing Needs of Families on the Waiting List			
<i>As of 12/26/02</i>			
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 Attrition/serve estimate
Waiting list total	2,086		484 new families served 2001-2002; 144 families left the program; About 15% attrition of applications
Extremely low income <=30% AMI	1,585	76%	
Very low income (>30% but <=50% AMI)	501	24%	
Low income (>50% but <80% AMI)	0	0	
Families with children	1,064	51%	
Elderly families	125	6%	
Families with Disabilities	814	39%	
Race/ethnicity Cauc	1,732	83%	
Race/ethnicity Black	146	7%	
Race/ethnicity Asian	125	6%	

Housing Needs of Families on the Waiting List			
As of 12/26/02			
Race/ethnicity Nat Am	83	4%	
Characteristics by Bedroom Size (Public Housing Only)	NA		
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
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 finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates 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-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase section 8 lease-up rates 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)
 - ⌚ Participate in the HOME Consortium Planning Process.

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)
 - ⌚ Contracting with private not-for-profit entities with Project Based Voucher Assistance.

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 Implemented by meeting the goal of 75% of the applicants coming on the program having incomes at or below 30% of median
- Adopt rent policies to support and encourage work
- Other: (list below)

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

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
Welfare to Work vouchers will be targeted to families at or below 50% of AMI

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 vouchers targeted to the elderly, should they become available
- Other: (list below)
 - ⌚ Maintain knowledge of available assistance to the elderly.
 - ⌚ Target vouchers for persons over 62 coming out of Nursing Homes on the Access Model.
 - ⌚ Implement the Medicaid Waiver priority to allow persons at risk of Nursing Home placement to be referred directly by Home and Community Services and Area Agency on Aging Case Managers to the Voucher program.

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 vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
 - ⌚ Set aside vouchers for an Access Program Model if Thurston County is eliminated from the King County Program.

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)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as 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)
 - ⌚ The Housing Authority works with all families to assure that they have access to the full gamut of housing choices in the county and beyond through the portability option.

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

[24 CFR Part 903.7 9 (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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,664,432 ¹	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Family Self-Sufficiency	\$72,333²	Supportive Services

¹ This figure was derived from multiplying 1,894 units by the \$469.22 per unit cost being used by the Financial Management Unit during Fiscal Year 2003 for renewals and increments. We expect that the cost may increase slightly in FY 2004, for which the budget has not been prepared at the time of the completion of this document.

² This figure represents 7 months of the award for the period Feb 2003 to Jan 2004 and will be higher if funding is renewed up to the \$124,000 annual amount.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Moderate Rehab SRO	\$232,106 ³ \$194,611 ⁴	Mod Rehab SRO
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$11,163,482	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing NOT APPLICABLE

Exemptions: PHAs 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)

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

³ This figure comes from our FY2003 Budget projection.

⁴ This figure comes from our FY 2003 Budget projections.

- Rental history
- Housekeeping
- Other (describe)

- 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 plans 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 or are 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) Admissions Preferences

a. Income targeting:

- 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 transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- 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
- 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)

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 point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

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
- 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
- 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)

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
- Any time family composition changes
- At family request for revision
- Other (list)

(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 developments 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 developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results 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: PHAs 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)
- 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)
 - Last known address; last landlord name and address.

(2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- Project Based Voucher Program will be a separate list but persons on the Voucher Program list will also be offered opportunities when a unit is available.

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- The Housing Authority allows an initial 90 day search time. The applicant may request two extensions of 30 days each. A person with a disability may ask for additional time in which to use the voucher.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions 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 –Screening criteria only for persons above 30% of AMI.

- 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):
 - ⌚ Applicants whose rent burden is greater than 45% of the household's monthly adjusted income. (Allows for deductions towards gross rent of working applicants-in testing rent burden).
 - ⌚ Families who have successfully completed a transitional housing program and need longer term assistance in order to complete their goals to become self-sufficient.
 - ⌚ Individuals who have successfully completed a term on the HOME Tenant Based Rental Assistance Program and whose stability will be jeopardized without continuing assistance under the voucher program.
 - ⌚ Individuals with Medicaid Waiver eligible services who risk being placed in a Nursing Home because they lack affordable housing in the community.
 - ⌚ Individuals eligible for referral under Project Access or the Family Unification Program.
 - ⌚ Families who accept in a Project Based unit because others on the waiting list have declined that unit.

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 point system), place the

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences--

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 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
- 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
- 2 Victims of reprisals or hate crimes
- Other preference(s) (list below)
Individuals referred by community agencies for the special set aside of vouchers including Family Unification, Project Access, Medicaid Waiver to avoid Nursing Home placement and HOME Tenant Based Rental Assistance transfers to the voucher program.

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

- Date and time of application
- Drawing (lottery) or other random choice technique- The initial assignment to the waiting list after the list has been closed for a period longer than a month is by lottery.

The waiting list is now open for the first five working days of each month. Applications received during these days are assigned positions based on time and date. Applications received on other days of the month are batched and receipted at 9:00 a.m. on the first day of the following month and are given positions based on a random assignment

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 admissions 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):
 - ⌚ Outreach materials such as brochures or information sheets.

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

- Through published notices
- Other (list below)
 - ⌚ Through notices to agencies that serve the targeted population.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing Not Applicable

Exemptions: PHAs 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 exclusions 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)

e. Ceiling rents

1. Do you have ceiling rents? (rents 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)
- 95th 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
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs 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—
 - During the course of the year, the Authority has raised the Payment Standard for the 4 Bedroom units to reflect this submarket. We expect that this may happen regularly.
- 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—
 - During the course of the year, the Authority has raised the Payment Standard for the 4 Bedroom units to reflect this submarket. We expect that this may happen regularly
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)
 - If it becomes evident during the course of the year that families are having difficulty finding units at prices where they are not rent-burdened, the staff analyzes the market and may make the decision to increase the payment standard so as to assist families in using the vouchers. There is a small supply

of 4 and 5 bedroom homes and virtually no apartments or duplexes in these bedroom sizes.

- 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): Sufficient budget authority from HUD.

(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

[24 CFR Part 903.7 9 (e)]

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

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.)

Program Name	Units or Families Served at Year Beginning 7/0103 Projected	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	1,102 (not inclusive of numbers below)	132
Section 8 Mod Rehab	85	45%
Special Purpose Section 8 Certificates/Vouchers (list individually)		
1. Welfare to Work	270	95
2. Disability	425	
3. Mainstream	75	
4. Family Unification	22	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

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)

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (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—~~Not Applicable~~

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

If yes, list additions to federal requirements below:

Which PHA office 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)

Section 8 Tenant-Based Assistance

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 24 CFR 982?

If yes, list additions to federal requirements below:

Which PHA office 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)

Capital Improvement Needs ~~Not Applicable~~

[24 CFR Part 903.7 9 (g)]

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

Capital Fund Activities

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

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)

-or-

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

Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) **Not Applicable**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

Development name:

Development (project) number:

Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan 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-finance 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 Not Applicable

[24 CFR Part 903.7 9 (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.)

Section 8 Activity Description

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HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
Section 8	Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
Section 8	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: (DD/MM/YY)	
Section 8	Number of units affected:
Section 9	Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
Section 8	Timeline for activity:
Section 9	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—Not Applicable

[24 CFR Part 903.7 9 (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.)

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.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
Section 8 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"/>
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: <u>(DD/MM/YY)</u>
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: 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 – Not Applicable

[24 CFR Part 903.7 9 (j)]

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

Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 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 FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
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.)	
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	
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	

Other: (describe below)

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

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

11.0 Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

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.)

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h)

<input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
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: Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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.)

Program Description:

Size of Program

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

- In its initial stages until we have some experience, the decision has been made to keep the process open and without a maximum number of participants.

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

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:

The Housing Authority’s Administrative Plan Section on Homeownership is attached to this submission.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (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.

PHA Coordination with the Welfare (TANF) Agency

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OMB Approval No: 2577-0226
Expires: 03/31/2002

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? DD/MM/YY

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)
- Joint review of cases to consult on approaches to helping individuals move toward self-sufficiency.

Services and programs offered to residents and participants

General

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 homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs 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

Section 8 Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of 12/01/2002)
Public Housing		
Section 8	47 estimate as of 7/01/03	108

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:

- ⌚ The Housing Authority is voluntarily increasing the FSS Program size to 125 families. The offer to join the program is being offered to ½ of the Vouchers in Partnership to Success Program participants.

⌚

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): Advising participants and applicants as the rule applies to their situation

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

13. PHA Safety and Crime Prevention Measures –Not Applicable

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans 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

PHAs eligible for FY 2000 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 FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (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 Not Applicable

[24 CFR Part 903.7 9 (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

[24 CFR Part 903.7 9 (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? Minutes of the Participant Advisory Committee meeting attached.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) WA049b03
 - 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.) As a PHA administering Section 8 only, a Section 8 participant serves on the Housing Authority of Thurston County Board. This Board member indicated interest in serving; the Board submitted her name to the Thurston County Commissioners who approved her appointment.

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
 - x 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)

The Housing Authority of Thurston County operates a Tenant Based Program with no public housing. In the Fall of 1999, the Housing Authority sent a Newsletter to participants in the Housing Authority's Programs soliciting applicants for the Participant Advisory Committee. From that solicitation, we accepted all interested parties and included them in the membership of the Participant Advisory Committee. In periodic mailings to Participants, we continue to actively recruit current

participants to join the group. In subsequent newsletters, we also invited participation. When we received no response, in the Fall of 2002, we personally identified and recruited volunteers from among active voucher program participants.

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: City of Olympia

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)
Increase the number of affordable housing units by:
 - Applying 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.
 - Set aside up to 300 vouchers to project base with non profit rental owners in Thurston County.

Other: (list below)

With the City of Olympia, the Housing Authority of Thurston County held a community focus group to coordinate public participation in the 5-Year Plan, and the Consolidated Plan. The Housing Authority participated in focus group meetings for the State Consolidated Plan.

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

Increase the supply of standard, affordable housing for renter households earning up to 80 percent of the median income and maintain existing subsidized housing.

4. Consolidated Plan jurisdiction: State of Washington

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HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5. 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)
Increase the number of affordable housing units by:
 - Applying 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.
 - Set aside up to 100 vouchers to project base with non profit rental owners in Thurston County.

D. Other Information Required by HUD

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

A PHA must identify the basic criteria the PHA will use for determining:

A substantial deviation from its 5-Year Plan; and

A significant amendment or modification to its 5-Year Plan and Annual Plan.

The Housing Authority of Thurston County defines substantial deviations or significant amendments or modifications as follows:

The following actions would be considered a substantial deviation from the 5-Year Plan.

- Change to the target population included in the adopted plan.
- Decisions to change the process for accepting applications to the Rental Assistance Voucher Program.
- Decisions to change Priority or Preference Criteria for the Rental Assistance Programs.

It will not be considered a substantial deviation from the plan:

- To choose another course of action not specifically spelled out in the plan to meet the established goals.

- To meet goals of the program to assist low and moderate income population in a manner not discussed in the adopted plan.
- To increase the Payment Standard (within budget authority) based on unforeseen increases in rents or vacancy rates.
- To make modifications to the Administrative Plan which improve the access to the program by applicants and participants or clarifications of new issues in order to provide a consistent implementation of the rules.

- **Attachments**

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

- WA049a03 Organizational Chart
- WA049b03 PAC Meeting 12/10/02 minutes
- WA049c03 PAC Meeting presentation notes
- WA049d03 PAC member list
- WA049e03 Resident member
- WA049f03 Project Based Voucher Plan
- WA049g03 Home Ownership Voucher Plan
- WA049h03 Board of Commissioners

**PHA Plan
Table Library**

Not applicable

Component 7

**Capital Fund Program Annual Statement
Parts I, II, and II**

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	Amount of Annual Grant (Sum of lines 2-19)	
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	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7) Not Applicable

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)
Total estimated cost over next 5 years				

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>

**Housing Authority of Thurston County
Organization Chart**

Board of Commissioners

Executive Director Executive Assistant

Rental Assistance

**Housing Program
Manager**

Housing Program
Specialists

Housing Program Assistants

Office Assistants

AmeriCorps Members

*Section 8 Vouchers, Home,
Moderate Rehabilitation
Family Self Sufficiency Program
Front Office Operations*

Housing Development

**Housing Development
Manager**

Housing Rehabilitation Specialist

*CDBG Rehabilitation
Mansfield Apartments Moderate
Rehabilitation
Property Acquisition Management
Lead Base Paint Operations
Office Building Management*

Community Services

**Community Services
Manager**

Housing Program Specialists

FSS Coordinator

Emergency Apartments Manager

AmeriCorps Members

*Emergency Shelter Grants Programs
Emergency Shelter Assistance Program
Emergency Shelter Apartments
Mansfield Apartments
Individual Development Account
Family Self Sufficient Program
Property and Special Needs Tenant
Management
Special Projects*

Administrative Services

**Housing Finance
Manager**

Finance Specialist

Fiscal Assistants

Finance Specialist

*Finance
Risk Management
Grants Management
Human Resources*

**Participant Advisory Committee Meeting
December 10, 2002**

Present: Ellen Reber, participant; Cindy Klimas, HATC Staff; Donna Baldwin, participant; Rick L. Johanson, Jr., participant; Greg Provenzano, Columbia Legal Services; Joy Mitchell, participant; Helen Waler, participant; Helen Plaja, participant; Dianna Schubert, participant; Sue Allen, participant; Kay Huebner, HATC Staff; Cheryl Scott, HATC Staff; Melissa Johnson, HATC Staff; Maureen Hill, HATC Staff; Evan Allen, participant; Dee Faircloth, HATC Staff

Welcome and Introductions:

Performance Report for 2002

Maureen Hill briefed the committee on what we've been doing over the past year based on our goals and objectives in the Five Year Plan. Maureen presented the information on the attached written report.

Policies for the voucher program and update of the Administrative Plan.

The Board of Directors has signed off on the plan. We are asking for your feed back input, suggestions or concerns.

Project Based Voucher Program: In the last annual plan, the Board authorized a creation of a project based voucher program in this fiscal year. We need to have policies in place as apart of the program. The program has been approved by HUD and the Housing Authority has advertised for proposals. We expect to be able to award contracts in 2003.

Recommendation: Add to the Administrative Plan a Section on Project-Based Voucher Program. Background on project base program presented. Discussion followed.

Consensus: Accept recommendation

Set Aside of Vouchers for Special Needs Individuals who are served by the HOME Tenant-Based Rental Assistance Program: Background information was presented.

Recommendation: Add to the Plan the following:

There will be a set aside of a maximum of 25 vouchers from the Special Allocation for Single Non-Elderly Persons with Disabilities or the Mainstream program for households

on the HOME Tenant Based Rental Assistance Program who are still in case managed services with a Mental Health Service Provider and who have received the maximum assistance available on the HOME program and there are no other rental assistance subsidies available to them. Discussion followed.

Consensus: Accept recommendation

Project Access:

Background Information: The Housing Authority has been allocated 15 vouchers through the King County Housing Authority to offer to persons coming out of Nursing Homes. Referral to the program is by means of a direct referral from DSHS/Home and Community Services Division. Because the referral process has been slow there is a risk that the vouchers will be withdrawn from Thurston. In the event this happens, this program would be eliminated. Currently the State has a Nursing Home Transition Grant from HHS with support dollars to help non-elderly individuals with disabilities make the transition back into the community. Affordable, accessible housing is an important piece of this picture. Also, the voucher piece of this program is limited to individuals under the age of 65 years.

Recommendation is that we add to the Plan the following: If funding under Project Access is withdrawn, there will be a set aside of up to 5 vouchers to assist persons being released from Nursing Homes into the community who need affordable housing to make the transition. Just as in Project Access, referrals will be made by Home and Community Services staff. Even if funding is not withdrawn, up to 5 vouchers will be set aside to expand the eligibility of Project Access to include all ages. Discussion followed.

Consensus: Accept recommendation

Medicaid Waiver Eligible Individuals Receive Priority in order to avoid Nursing Home Placement

Background information was presented. In our last Fair Share allocation last year, we were awarded vouchers to assist this population. We need to make it clear in the administrative plan that we will assist these individuals by referral from the Authorizing Agency in the Community. These referrals might come from the Area Agency on Aging or DSHS Home and Community Services.

Recommendation that we add to the Administrative Plan Preference to individuals referred by Authorized Agencies in the Community for the special set aside of vouchers available to eligible individuals who can avoid nursing home placement if they had affordable housing in the community. These referred individuals will not be required to go through the normal wait on the list for assistance. Discussion followed.

Consensus: Accept recommendation

Process for holding tenants accountable for outstanding money from a previous landlord.

Current policy from the Administrative Plan is stated as follows: Grounds for termination of assistance - 15.1.11 If the family has not made repayments to a former landlord for charges in excess of \$500, which were determined by the Housing Authority to have been due to cleaning or repairs beyond normal wear and tear or charges which are the liability of the family

This wording has presented a challenge to implement. On the one hand we want to hold tenants responsible for their tenant obligations, so that we do not burn out landlords for the actions of a few tenants who cause damages in one unit and then move on to another, possibly to cause more damages beyond wear and tear. However, the other side of the issue is that the tenant has no easy venue to challenge all or parts of an unreasonable claim. It would appear that in order to provide for an opportunity for the tenant to defend themselves, we might want to consider requiring that the amount owed by the tenant has to have been determined through an adjudicated process.

Recommendation *Changes to the wording of the section as follows:*. 15.1.11 If the family has not made repayments to a former landlord for charges in excess of \$500, which were determined **through an adjudicated process to be the** ~~by the Housing Authority to have been due to cleaning or repairs beyond normal wear and tear or charges which are the~~ liability of the family

Discussion followed.

Consensus: Accept recommendation

Screening process: Need to figure out what is required by the regulations in terms of background screening besides sex offender status, drug activity in the past year, violent criminal activity in the past year.

Background: The QWRA legislation required that Housing Authorities make certain persons ineligible for assistance for life or for varying periods of time. For example, sex offenders with lifetime registration requirements are banned for life, persons who made meth labs while living in assisted housing are banned for life, those convicted of drug offenses or violent criminal activity are banned for various periods of time. Doing a background check on everyone will cost the Housing Authority thousands and thousands of dollars per year to check on every adult member of the household. In Project Based programs, we could pass the responsibility on to the owner, but in the tenant based programs, the Housing Authority is the one issuing the voucher initially.

No Recommendation at this time: Still being worked on. Other Housing Authorities vary in their implementation. Some do no background screening except to ask the question; others do background screening for all adult applicants to the program.

Discussion followed.

Homeownership Voucher

It is the intention of the Housing Authority to have a Homeownership Voucher Program in place by July 1, 2003, if not sooner. HATC has attended training workshops conducted by Fannie Mae and NAHRO and has models of Administrative Plans related to the implementation of the voucher for homeownership. The process is complicated and requires lots of thought, expertise and supplementary resources in order to be successful. We will be working on the details of the program and soliciting financial resources for second mortgages or down payment assistance programs over the next several months prior to program implementation.

The following are some policies being considered as we develop the program:

- a. No maximum number of vouchers for homeownership at this time.
- b. The homeownership voucher will not be issued to a participant until the applicant for the program has completed the education component (see below) and has been on the tenant based voucher for one year.
- c. HATC will consider giving priority to families on the IDA and FSS programs and to households headed by persons with disabilities.
- d. The program will require a minimum down payment of \$500 or 1% of the loan whichever is greater.
- e. Need to develop guidelines for disapproving a particular house if the home inspection comes back with lots of previously unidentified defects.
- f. Consider a requirement that the applicant have an escrow account in place to cover the costs of maintaining the property once the loan has closed.
- g. HATC develop a maintenance and replacement schedule that will allow the calculation of the total housing costs.
- h. HATC needs to develop a Homeowner Obligations Form to supplement the Voucher.
- i. HATC will consider all models for designing the program.
- j. HATC will be looking for other sources of funds to make the housing purchase more possible for participants.
- k. HATC will be establishing a process for approving lenders and real estate agents and home inspectors.
- l. HATC will need to create an Advisory Group from the industry including consumers, financial institutions, escrow agents, insurance agents, title companies, real estate agencies, home inspectors, etc.
- m. HATC will need to develop a Contract of Sale Addendum with all the required components.
- n. HATC will need to work with experienced certified counselors in order to implement the education component of the plan.
 - ⌚ HATC will need to develop a plan for post-purchase contact and education for purchasers
 - ⌚ Applicants will be required to complete HomeBuyer Training classes and additional classes on various topics to be designed

Conducting Business in accordance with core values and ethical standards - This Code of Conduct establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity and specifically in this situation with the integrity of the employees and Commissioners of the Housing Authority of Thurston County, this Section sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority. This Code of Conduct is not intended, nor should it be construed, as an attempt to unreasonably intrude upon the individual employee or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

Conflict of interest - In accordance with 24 CFR 982.161, neither the Housing Authority of Thurston County nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the Housing Authority of Thurston County or for one year thereafter:

- A. Any present or former member or officer of the Housing Authority (except a participant commissioner);
- B. Any employee of the Housing Authority or any contractor, subcontractor or agent of the Housing Authority who formulates policy or who influences decisions with respect to the programs;
- C. Any public official, member of a governing body, or State or local legislator who exercises functions or responsibilities with respect to the Housing Authority of Thurston County's programs; or
- D. Any member of the Congress of the United States.

Any member of the classes described in A, B, C, or D, must disclose their interest or prospective interest to the Housing Authority and HUD.

The Conflict of Interest prohibition under this section (24.2) may be waived by the HUD Field Office upon the request of the Housing Authority of Thurston County for good cause.

Prohibition of solicitation or acceptance of gifts - No Commissioner or Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

Housing Authority Administrative and Disciplinary remedies for violation of the housing authority code of conduct

Violations of this Code of Conduct Policy will result in disciplinary action as outlined in the Housing Authority of Thurston County's Personnel Policy or as determined by action of the Board of Commissioners.

Other issues that we are working on:

Clarification language in reasons for Denial of Applicants. Staff need a little more time to go over the Administrative Plan to find areas that they felt needed some more clarification so that we have consistent interpretation.

Clarification of our ground for denial or termination based on drug or domestic violence or violent criminal activity. A hearing officer has asked that we add to the administrative plan our position as to whether or not we need to have a conviction or if, as the regulations permit, we go with the "preponderance of evidence" criteria.

Clarification of our "Zero Income" policy. Currently we require persons who come on to the program declaring that they have no income to report when the income changes. We are proposing a more aggressive policy that would have them actually sign a statement that they will report income change within ten days. Staff want to also consider at a minimum a quarterly report on their expenses for the previous quarter and how they were able to meet their expenses.

Need to add some clarifying language that citizens include citizens of Freely Associated States including the Marshall Islands, the Federated States of Micronesia and the Republic of Palau or national resident of Guam.

Need to confirm that the Administrative Plan includes a provision that HATC must count a full TANF grant even though the family may be receiving a lesser amount because of a sanction. And to somehow include a list of the excluded assistance categories, such as one time or non-recurrent short term benefits.

Meeting adjourned.

*Participant Advisory Meeting
December 10, 2002*

Statement as to HATC's progress in meeting the mission and goals described in the 5 year Plan. (903.7 r (1))

NEED: SHORTAGE OF AFFORDABLE HOUSING FOR ALL ELIGIBLE POPULATIONS.

Strategy 1: Maximize the number of affordable units available to the HA within its current resources by:

- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.

October 1, 2002 was the anniversary of our last increment of vouchers. As of that date we were over 97% leased, a critical threshold percent that will qualify HATC for new allocations of vouchers. Preliminary count for December we are over 99% leased not including the 220 new units which are not yet under contract.

During the year, we raised the payment standard for four bedroom units to 100% of the FMR. We will be revisiting that issue again for four and five bedroom Payment Standards now that the new FMR's are official. Four bedroom units are in limited supply and therefore tend to be more expensive than the smaller units.

- ☐ Undertake measures to ensure access to affordable housing among families assisted by the HA, regardless of unit size required.

Households are helped on a first-come first-served basis except for special allocations. We do not use household size as any determination of the order in which households are helped.

During the year, we took families out of order to try to meet the 75% requirement for assisting households with incomes at or below 30% of median. We also took households out of order for the Family Unification Program, the Pilot project with families coming from transitional units and will be taking referrals for Project Access and Medicaid Waiver eligible individuals to avoid Nursing Home placement.

- ④ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration.

We do not have areas of concentrations. We have stopped dealing with a couple of landlords who have not been able to maintain HQS or who have not been cooperative. We have met unsuccessfully with two landlords who control lots of rentals but who refuse to work with the program. We met with another management company to clarify policies in the hopes that we can have smoother dealings with them.

- ④ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Members of our staff serve on local groups including the Work First Local Area Planning group, the Partners for Children, Youth and Families, the Housing Task Force, the HOME Consolidated Planning Group and the Continuum of Care Committee for Homeless Individuals and Families. The Executive Director also serves on a number of Statewide Planning Groups making policies that affect our community.

Increase the number of affordable housing units by:

- ④ Apply for additional section 8 units should they become available.

The Housing Authority submitted the following applications in the 2001-02002 fiscal year:

- ④ *Fair Share*
- ④ *Mainstream*
- ④ *Request for reallocated Welfare to Work Vouchers*
- ④ *Certain Developments – Housing for Non-elderly Persons with Disabilities*

We have received funding for the following:

- 1. 200 vouchers under the Program for Non-Elderly Persons with Disabilities*
- 2. 20 vouchers under the Welfare to Work Program- these were reallocated from other Housing Authorities who were not able to attain and maintain a high leasing rate.*

- ④ Leverage affordable housing resources in the community through the creation of mixed-finance housing.

The staff researched several opportunities in the community this past year and found none that were financially feasible. The search is on-going.

The Housing Authority has advertised for proposals under the set aside of vouchers for the Project Based Program. The deadline for the receipt of applications is January 10th. Up to 300 units could be available for use by individuals and families under the program. Existing tenants in the units will qualify for the subsidy. Vacant units will be filled by households from the Housing Authority's waiting list.

- ④ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

HATC has secured funding again for two FSS staff positions to work with our Family Self Sufficiency participants. Many of these families also are Vouchers in Partnership to Success Participants (the local Welfare to Work Program) and in the Individual Development Account Program.

Families at or below 30% of median

Strategy 1. Target available assistance to families at or below 30% of the AMI.

- ④ Employ admissions preferences aimed at families with economic hardship.

The Administrative Plan has "need" preferences that must be met in order to be eligible for a voucher if the household has an income that is between 31% and 50% of the area median.

- ④ Plan to meet the federal targeting requirement by maintaining that 75% of all new admissions to the Section 8 Program will be families at or below 30% of the area median income.

We will skip over applicants in order to meet that requirement. .

Families at or below 50% of AMI.

- ☐ Welfare to Work vouchers will be targeted to families at or below 50% of AMI.

We have exceeded our goal in filling slots for this special allocation of vouchers. It is unlikely that we will need to skip over applicants on the waiting list in order to maintain leasing at 100%. The program is currently over leased even with the new allocation of 20 vouchers which will be added to the inventory.

Strategy: Target available assistance to the elderly:

- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available

Five percent of the Fair Share Allocation is available for disabled persons including those who are disabled to qualify for a voucher in order to avoid their being placed in a nursing home or other institutional care facility. This set-aside continues to be available but has not been utilized as yet.

- ☐ Maintain knowledge of available assistance to the elderly.

Staff is aware of resources in the community for elderly households.

Strategy: Target available assistance to Families with Disabilities

- ☐ Apply for special-purpose vouchers targeted to families with disabilities should they become available.

The Housing Authority applied for Mainstream Vouchers and Vouchers for Persons with Disabilities. As stated above we were awarded 200 vouchers in the latter program. We did not win the lottery in the Mainstream program.

- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities.

Extensive outreach is on-going with groups who serve special needs populations. The Project Based program targeted such groups as Partners.

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

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Extensive outreach is done to all areas of the county to reach all population groups.

Other Housing Opportunities:

During the past year the Housing Authority has had some additional successes:

- 1. Provided a leadership role in having the jurisdictions in Thurston County apply to the US Department of Housing and Urban Development to become a Consortium in order to apply for HOME Entitlement designation. That effort was successful and Thurston County and all its incorporated entities will start receiving funding under this program for the program year starting October 2003.*
- 2. Provided a leadership role in getting the jurisdictions in the County to enter into a cooperative agreement for the matching of revenue from HR 2060 as a match for the HOME funding.*
- 3. The HATC, in partnership with the Regional Support Network, Mental Health Provider Agencies, the Housing Authority's Community Services Office and the City of Olympia, received \$240,000 in funding from the State Office of Community Development to expand the HOME Tenant Based Rental Assistance Program to assist families being displaced from an apartment community in Olympia because of substandard conditions, additional homeless families and additional mental health service participants.*

Housing Authority of Thurston County
503 West Fourth Avenue
Olympia, Washington 98501

Participant Advisory Committee List

Housing Authority of Thurston County Participant Advisory Committee List

JOANNE BARKER
1900 Black Lake Blvd. SW - #AA-4
OLYMPIA, WASHINGTON 98512

KELLY KELLOGG
2429 PROSPECT STREET NE
OLYMPIA, WASHINGTON 98506

JOY M. MITCHELL
302B 65TH WAY SW
TUMWATER, WASHINGTON 98501

HELEN PLAJA
7347 HENDERSON BLVD. APT. 10C
OLYMPIA, WASHINGTON 98501

ELLEN REBER
4217 HORNET DR. NE
LACEY, WASHINGTON 98506

LESLIE STORER
1765 LINWOOD AVENUE #4
TUMWATER, WA 98512

HELEN WALKER
3809 14TH AVENUE SE APT. #A16
LACEY, WASHINGTON 98503

SUSAN ALLEN
6640 BONNIEWOOD DR SE
TUMWATER WA 98501

IDYLLIS HUMPHREY
924 ULERY ST.
LACEY WA 98503

RICKY JOHANSEN JR
3300 21ST AVE SW #19
OLYMPIA WA 98512

**DIANA SCHUBERT
5513 COLLEGE GLEN LANE SE
LACEY WA 98503**

**DONNA BALDWIN
4306 6TH AVENUE NE
LACEY WA 98503**

**Greg Provenzano
Columbia Legal Services
406 Legion Way SE #300
Olympia, WA 98501**

Required Attachment wa049e01: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Joanne Barker

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 9/29/01 through 9/28/03

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

August 2002

Housing Authority of Thurston County
Board of Commissioners

ATTACHMENT B

Housing Authority of Thurston County
Board of Commissioners

Member	Occupation	Date Appointment Expires
Craig D. Chance, Commissioner Date Appointed: 11/16/92 Olympia, WA	Columbia Bank	Position: #4 Term Expires: 10/16/2004
Cheryl Noel, Chair Date Appointed: 11/16/92 Rochester, WA	Sterling Savings Bank	Position #2 Term Expires: 10/31/2004
Neil McClanahan Date Appointed: 04/02/02 Olympia, Washington	Thurston County Sheriff's Office	Position: #1 Term Expires: 02/02/07
Lloyd W.(Lew) Lewis Date Appointed: 6/18/90 Olympia, WA	WA State Legislative Code Reviser	Position: #3 Term Expires: 4/15/2001
William Lynch Date Appointed: 9/15/86	WA State Legislative	Position: #5 Term Expires:

Olympia,	Office	9/15/2004
Joanne Barker	Section 8	(HATC Board will
Date Appointed: 9/29/99	Participant	renew
Olympia, WA	Advisory	on an annual basis)
	Committee	

**Housing Authority of
Thurston County**

**Homeownership Voucher
Program**

Administrative Plan

Adopted 3-27-03

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Administrative Plan

HOUSING CHOICE VOUCHER HOME OWNERSHIP PROGRAM

I. GENERAL PROVISIONS.

The Housing Choice Voucher Home Ownership Program of Housing Authority of Thurston County (“HATC”) permits eligible participants in the Housing Choice Voucher, the option of purchasing a home with their assistance rather than renting.

Eligible applicants for the Housing Choice Voucher home ownership program must have completed an initial Housing Choice Voucher lease term, may not owe HATC or any other Housing Authority an outstanding debt, must be able to pre-qualify for a mortgage from an approved lender, and must meet the eligibility criteria set forth herein..

Housing Choice Voucher home ownership assistance may be used to purchase a single housing unit from the following type of homes within the HATC jurisdiction: new or existing single-family, condominium, planned use developments, cooperatives, or a manufactured home on a permanent foundation for which the purchaser will have a 40 year right to the property. HATC also will permit portability of Housing Choice Voucher home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Housing Choice Voucher home ownership program for which the Housing Choice Voucher home ownership applicant qualifies or authorizes HATC to administer the home ownership assistance in their jurisdiction.

II. FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Housing Choice Voucher home ownership program is voluntary. Each participant must meet the general requirements for admission to the Housing Choice Voucher housing choice voucher program as set forth in HATC’s Administrative Plan. Such Housing Choice Voucher family also must be “eligible” to participate in the home ownership. The additional eligibility requirements for participation in HATC’s Housing Choice Voucher home ownership program include that the family must:

- (A) be a first-time homeowner;
- (B) with the exception of elderly and disabled households, meet a minimum income requirement without counting income from "welfare assistance" sources;
- (C) with the exception of elderly and disabled households, meet the requisite employment criteria;
- (D) have completed an initial one year lease term in the Housing Choice Voucher program;
- (E) have fully repaid any outstanding debt owed to HATC or any other Housing Authority;
- (F) not defaulted on a mortgage securing debt to purchase a home under the home ownership option;
- (G) not have any member who has a present ownership interest in a residence at the commencement of home ownership assistance; and

(H) Can qualify for financing through a federal or state insured, or secondary mortgage market program.

A. First-Time Homeowner.

Each Housing Choice Voucher family must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Housing Choice Voucher homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest." A member of a cooperative (as defined in § 982.4) also qualifies as a "first time homeowner".

B. Minimum Income Requirement.

1. Amount of Income.

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours. For disabled households, the minimum income requirements is twelve months of SSI benefits.

2. Exclusion of Welfare Assistance Income.

With the exception of elderly and disabled families, HATC will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF"); Supplemental Security Income ("SSI") that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the home ownership program. It does not affect the determination of income-eligibility for admission to the Housing Choice Voucher housing choice voucher program, calculation of the family's total tenant payment, or calculation of the amount of home ownership assistance payments.

C. Employment History.

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. In order to reasonably accommodate a family's participation in the program, HATC will exempt families that include a person with disabilities from this requirement. HATC's Executive Director or his/her designee, may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. The Executive

Director may also consider successive employment during the one-year period and self-employment in a business.

D. Completion of Initial Lease Term.

Applicants for and new participants in the Housing Choice Voucher program shall be ineligible for participation in the Housing Choice Voucher home ownership program until completion of an initial Housing Choice Voucher one year lease term and the participant's first annual recertification in the Housing Choice Voucher program. Nothing in this provision will preclude Housing Choice Voucher participants that have completed an initial lease term in another jurisdiction from participating in the Housing Choice Voucher home ownership program.

E. Repayment of any Housing Authority Debts.

Participants in the Housing Choice Voucher housing choice voucher program shall be ineligible for participation in the Housing Choice Voucher home ownership program in the event any debt or portion of a debt remains owed to HATC or any other Housing Authority. Nothing in this provision will preclude Housing Choice Voucher participants that have fully repaid such debt(s) from participating in the Housing Choice Voucher home ownership program.

F. No Default on a Mortgage securing debt to purchase a home under the home ownership option

The participants may not have had a home purchased previously under the voucher program.

G. Not have any member who has a present ownership interest in a residence at the commencement of home ownership assistance.

Participants in the program must be eligible as a first-time homebuyer program and may not have any ownership interest in a residence at the time of beginning the program.

H. Can qualify for financing through a federal or state insured, or secondary mortgage market program.

Participants must be able to pre-qualify for a mortgage prior to being issued a home ownership voucher.

Additional Eligibility Factors.

1. Elderly and Disabled Households.

Elderly and disabled families are exempt from the employment requirements set forth in Section II (C) above. In the case of an elderly or disabled family, HATC will consider income from all sources, including welfare assistance for those adult members who will own the home, in evaluating whether the household meets the minimum income required to purchase a home through the Housing Choice Voucher home ownership program.

Disabled families may be income eligible at the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve, if the family is able to demonstrate that it has been pre-qualified or pre-approved for financing. The pre-qualified or pre-approved financing must meet all of HATC's established requirements for financing and meet housing quality standards.

2. Participation in FSS Program.

Applicants for the home ownership program are encouraged to participate in HATC's Family Self Sufficiency ("FSS ") program.

3. Down Payment and Closing Costs

The program does not require a minimum down payment, but will depend on the requirements of the loan product secured by the participants. The borrower must come up with closing costs from his/her own resources. These references do not pertain to the use of the voucher assistance for down payment. See below for more information.

4. Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents, has previously defaulted on a mortgage obtained through the Housing Choice Voucher home ownership program, the family will be ineligible to participate in the home ownership program.

III. FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

- (A) Complete a home ownership counseling program approved by HATC prior to commencement of home ownership assistance;
- (B) Obtain pre-qualification from an approved lender and submit a letter of verification to HATC along with a copy of the loan application;
- (C) Within a specified time, locate the home it proposes to purchase;
- (D) Submit a sales agreement containing specific components to HATC for approval;
- (E) Allow HATC to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards;

- (F) Obtain an independent inspection covering major building systems;
- (G) Obtain HATC approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements); and
- (H) Enter into a written agreement with HATC to comply with all of its obligations under the Housing Choice Voucher program.

A. Home Ownership Counseling Program.

A family's participation in the home ownership program is conditioned on the family attending and successfully completing a home ownership and housing counseling program provided or approved by HATC prior to commencement of home ownership assistance. The home ownership and counseling program will include but not be limited to home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing and how to identify predatory lending; finding a home and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families; fair housing issues; and information on Real Estate Settlement Procedures.

The counseling agency providing the counseling program shall have a program which is consistent with the home ownership counseling provided under HUD's Housing Counseling program. HATC may require families to participate in an HATC-approved home ownership counseling program on a continuing basis.

B. Obtain Pre-qualification from an Approved Lender

The participant must submit a letter of verification to HATC on the amount of a mortgage that the participant qualifies for. The applicant must also submit a copy of the loan application to assure consistency in the records of the lender and the HATC.

C. Locating and Purchasing a Home.

1. Locating a Home.

Upon approval for the Housing Choice Voucher home ownership program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to HATC. For good cause, HATC may extend a Housing Choice Voucher family's time to locate the home for additional thirty (30) days. During a Housing Choice Voucher participant's search for a home to purchase, their Housing Choice Voucher rental assistance shall continue pursuant to the Administrative Plan, and the family must check in monthly with their Housing Counselor or FSS Coordinator to update them on the progress of the search. If a Housing Choice Voucher participant family is unable to locate a home within the time approved by HATC, their Housing Choice Voucher rental assistance through the Housing Choice Voucher housing choice voucher program shall continue.

2. Portability.

The family may purchase a home outside HATC's jurisdiction provided it qualifies for portability and the receiving Housing Authority operates a Housing Choice Voucher home ownership program for which the Housing Choice Voucher home ownership applicant qualifies. The receiving Housing Authority may absorb the family into their Housing Choice Voucher home ownership program or administer and bill HATC for the housing assistance payments. The receiving Housing Authority will arrange for any necessary counseling and its home ownership policies will apply to the portable family.

3. Type of Home.

A family approved for Housing Choice Voucher home ownership assistance may purchase the following type of homes within HATC's jurisdiction: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, or a manufactured home to be situated on a permanent foundation on a privately owned lot or on land with a 40 year lease term. The home must already be an existing unit or under construction (with at least the footings poured) at the time HATC determines the family's eligibility to purchase the unit.

4. Purchasing a Home.

Once a home is located and a sales agreement approved by HATC is signed by the family, the family shall have up to three (3) months, or such other time as is approved by HATC's Executive Director or set forth in the HATC- approved sales agreement, to purchase the home.

5. Failure to Complete Purchase.

If a Housing Choice Voucher participant is unable to purchase the home within the maximum time permitted by HATC, HATC shall continue the family's participation in the Housing Choice Voucher program. The family may not re-apply for the Housing Choice Voucher home ownership program until they have completed an additional year of participation in the Housing Choice Voucher program following the initial determination of their eligibility for the home ownership option.

6. Lease-Purchase.

Families may enter into lease-purchase agreements while receiving Housing Choice Voucher rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses-- a "home ownership premium." Any "home ownership premium," defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from HATC's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify HATC and apply for the home ownership option. If determined eligible for home ownership

assistance, the family may be admitted to the home ownership program and must meet all the requirements of these policies.

D. Sales Agreement.

Prior to execution of the offer to purchase or sales agreement, the purchase price and financing terms must be provided by the family to HATC for approval. The sales agreement must provide for inspection by HATC and the independent inspection referred to in Section III (D) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to HATC. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by HATC. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by HATC pursuant to Section III (F). The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation.

E. Independent Initial Inspection Conducted.

To assure the home complies with the housing quality standards of the Housing Choice Voucher program, home ownership assistance payments may not commence until HATC first inspects the home. A professional selected by the family and approved by HATC also must complete an independent inspection of existing homes covering major building systems. HATC will not pay for the independent inspection. The independent inspector may not be a housing authority employee or contractor, or other person under the control of the housing authority. The independent inspector shall be certified by the American Society of Home Inspectors or be an inspector whose inspections are accepted by three local lenders. It shall be the responsibility of the HATC to verify that the inspector meets this certification qualification. The independent inspection report must be provided to the purchaser and HATC. HATC may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards. If the home was constructed within 60 days of the Contract of Sale and has remained unoccupied during that time, the use and occupancy letter from the county Building and Planning Department can be substituted for the pre-purchase inspection.

F. Financing Requirements.

The proposed financing terms must be submitted to and approved by HATC prior to close of escrow. HATC shall determine the affordability of the family's proposed financing, based upon mortgage underwriting standards as described below. In making such determination, HATC may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by HATC. Seller-financing mortgages shall be considered by HATC on a case by case basis. If a mortgage is not FHA-insured, HATC will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/ FHA, Ginnie Mae, Fannie

Mae, Freddie Mac, USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institution.

G. Compliance With Family Obligations.

A family must agree, in writing, to comply with all family obligations under the Housing Choice Voucher program and HATC's home ownership policies. These obligations include

1. Attending ongoing home ownership counseling, if required by HATC;
2. Complying with the mortgage terms;
3. Not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving home ownership assistance;
4. Not refinancing or adding debt secured by the home without prior approval by HATC;
5. Not obtaining an ownership interest in another residence while receiving home ownership assistance; and
6. Supplying all required information to HATC, including but not limited to annual verification of household income, notice of change in home ownership expenses, notice of move-out, and notice of mortgage default.

Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, home ownership assistance may continue pending settlement of the descendant's estate, notwithstanding transfer of title by operation of law to the descendant's executor or legal representative, so long as the home is solely occupied by remaining family members in accordance with Section III (E) above. In the case of divorce or family separation, the assistance shall follow what a court decrees.

Moving to another home in the same PHA jurisdiction, as well as buying another home in another PHA jurisdiction, is permitted with continued use of homeownership assistance. The maximum loan terms of the regulations will remain in force and be cumulative from one unit to the next.

IV. AMOUNT OF ASSISTANCE

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family's household income. HATC will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Housing Choice Voucher family will pay the difference.

A. Determining the Payment Standard.

The voucher payment standard is the fixed amount the HATC annually establishes for a unit of a particular size located within Thurston County. In the home ownership program, the initial payment standard will be the lower of either (1) the payment standard for which the family is eligible based on family size; or (2) the payment

standard which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the home ownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. The 40% limit used in the Housing Choice Voucher tenant-based assistance program does not apply to the Housing Choice Voucher home ownership program.

B. Determining the Monthly Home Ownership Expense.

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; down payment assistance repayments, maintenance expenses per HATC allowance; repairs and replacements reserves per HATC allowance; utility allowance per HATC's schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any.

Home ownership expenses for a cooperative member may only include HATC approved amounts for the cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home; principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt; down payment assistance repayments, home insurance; the allowances for maintenance expenses, major repairs and replacements and utilities; and principal and interest on debt incurred to finance major repairs, replacements, or improvements, including changes needed to make the home accessible.

C. Determining the Total Family Contribution.

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance), will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

D. Payment to Family or Lender.

HATC will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay HATC's contribution towards the family's homeowner expense directly to the lender, unless otherwise required by the lender. The family will be responsible to submit their portion of the mortgage payment to the lender.

In the model (described below) where the housing assistance payment is used to repay the down payment assistance loan, the monthly assistance will be sent to the administering agency.

V. Models of Assistance

A. Second Mortgage Repayment

HATC will seek a down payment assistance revolving loan fund (DPA) that will function in the role of a second mortgage and will be a fund that is repaid by the Housing Choice Home Ownership Voucher. In this model, the home buyer obtains a first mortgage from a qualified lender based on the household income alone. The DPA fund will be repaid from the Housing Assistance Payments on a monthly basis. The loan will need to be repaid from the HAP with any remaining balance to be repaid at the time of sale. Details of the interest rates and the repayment terms will be determined in accordance with the rules of the Revolving Loan Fund.

B. Payments of Housing Assistance to Lender

In the absence of funds available in a Down Payment Assistance Fund for use as a second mortgage, the Housing Assistance Payment will be made to the lender as described in IV D above.

C. Down Payment Assistance:

The regulations permit that housing voucher assistance can be paid out in the form of a down payment. The Housing Authority will implement this model of assistance once it is funded. Down payment assistance can be used to cover down payment and other costs at closing. This option is most appropriate for families for whom the Down Payment assistance will result in their ability to purchase a home and to maintain the monthly payments from their own resources without on-going assistance.

VI. TERMINATION OF HOUSING CHOICE VOUCHER HOME OWNERSHIP ASSISTANCE

A. Grounds for Termination of Home Ownership Assistance.

1. Failure to Comply with Family Obligations Under Housing Choice Voucher Program or HATC's Home Ownership Policies.

A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Housing Choice Voucher program, HATC home ownership policies, or if the family defaults on the mortgage. If required, the family must attend and complete ongoing home ownership and housing

counseling classes. The family must comply with the terms of any mortgage incurred to purchase and/ or refinance the home. The family must provide HATC with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to HATC home ownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

2. Occupancy of Home.

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, HATC will not continue home ownership assistance commencing with the month after the family moves out. A family is permitted to move one time during any twelve month period of time. Neither the family nor the lender is obligated to reimburse the HATC for home ownership assistance paid for the month the family moves out.

3. Changes in Income Eligibility.

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Housing Choice Voucher Home Ownership program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

4. Maximum Term of Home Ownership Assistance.

Notwithstanding the provisions of Section V (A), subparagraphs 1 through 3, except for disabled and elderly families, a family may receive Housing Choice Voucher home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. For families who sell or purchase another home with continued home ownership assistance, the maximum term commences upon the date of the purchase of the first home. Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

B. Procedure for Termination of Home Ownership Assistance.

A participant in the Housing Choice Voucher Home Ownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the HATC for the Housing Choice Voucher housing choice voucher program.

VII. CONTINUED PARTICIPATION IN HOUSING CHOICE VOUCHER HOUSING CHOICE VOUCHER PROGRAM

A. Default on FHA-Insured Mortgage.

If the family defaults on an FHA-insured mortgage, HATC may permit the family to move with continued Housing Choice Voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to HUD or its designee, as required by HUD; and (b) moved from the home within the period established or approved by HUD. HATC will have first option to purchase the housing unit in the event of default. The same option will apply if the family sells the property to avoid foreclosure and continue to need rental assistance.

B. Default on non-FHA-Insured Mortgage.

If the family defaults on a mortgage that is not FHA-insured, HATC may permit the family to move with continued Housing Choice Voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to HATC or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or HATC. The same option will apply if the family sells the property to avoid foreclosure and continues to need rental assistance

VIII. HATC ADMINISTRATIVE FEE.

For each month that home ownership assistance is paid by HATC on behalf of the family, HATC shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

IX. WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES.

The Executive Director of HATC shall have the discretion to waive or modify any provision of the Housing Choice Voucher home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

Project-Based Voucher Program

Project Based Vouchers

The Housing Authority has set aside up to 300 vouchers in its Housing Choice Voucher Program to project base with units in Thurston County. The Housing Authority will enter into Housing Assistance Payment Contracts with non-profit corporations after a competitive selection process that has received approval from HUD. Advertisement for the units will be in accordance with HUD requirements in the regulations.

Eligible Units and Owners

The Housing Authority will enter contracts with not-for-profit owners on individual apartments and single-family homes (1 – 4 units) defined as eligible housing types in statute and regulations. Up to 20% of the Housing Authority's Housing Choice Voucher Program may be project based. Not more than 25% of the units in a multifamily complex may be project based unless the units are designed for elderly or disabled populations or (not yet defined by HUD) provide supportive services for the tenants. Units in buildings with 4 or fewer units are considered single family and are exempt from this limitation.

Contract Term

The contract between the Housing Authority and the owner shall be for a term up to ten years, subject to the availability of funds through the Housing Authority's Annual Contributions Contract with HUD. In most instances, the contract will be signed for two year terms, with additional terms up to the maximum of ten years. The Housing Authority may extend the contract for a period the Housing Authority deems reasonable, subject to HUD appropriations. The contract will contain the obligation to pass on to any new owner during the contract term.

Rent/Rent Adjustments

Rents established in the housing assistance payments contract for each unit shall be set in accordance with the maximum established in the statutes and regulations. All unit rents must be reasonable and will be initially set in consultation with a certified appraiser's analysis. Annual rent adjustments will be considered but in all cases must result in a reasonable rent, to be determined by the Housing Authority. Housing assisted by low income tax credits are subject to special maximum rent levels.

Tenants selected for project-based units must be selected from the Housing Authority's waiting list and shall meet the eligibility requirements for the Housing Choice Voucher Program. At least 75% of the households assisted in the combined programs must have incomes at or below 30% of median for Thurston County.

Owners must select tenants from among applicants referred by the Housing Authority. Owners may refer applicants at any time to be placed on the project-based and tenant-based lists. Selection will be made from the Housing Authority's waiting list. One separate waiting list will be created for the Project Based Voucher units with the tenant self-selecting the particular housing opportunities from among the list of Project Based units. Priority in special housing program units will be given to households who meet the criteria for tenancy of the special housing program attached to the units, if any.

If a unit remains vacant in excess of 30 days and the owner has not unreasonably denied tenancy to applicants referred by the Housing Authority from the waiting list, the owner may refer a prospective tenant to the HA's waiting list and that person will be considered for tenancy at that time.. The referral shall be made on a form prescribed by the Housing Authority. The referral will be screened for eligibility for assistance and if found to be eligible will be accepted for the program without the Housing Authority making any additional referrals from the waiting list. This procedure is being put in place to minimize vacancies in the program. If found that this process is being triggered regularly, the Housing Authority will review its referral process to minimize the selection of tenants outside the waiting list process.

Although the referrals will be made from the Project Based List, the vacancy will be listed for the voucher holders who could also choose to forfeit their tenant based voucher at that time and agree to live in the project based unit for a minimum of one year. Initially, when creating the project based list, potential applicants from the tenant based list will be solicited to determine interest in the Project Based units.

Inspections

The Housing Authority inspects every unit before entering into the Housing Assistance Contract to assure compliance with program Housing Quality Standards. In the Existing Program, all units at the time of initial inspection must meet HQS within \$1,000 of repair costs to clear deficiencies. All deficiencies must be cleared prior to entering a contract. Units are inspected at least annually thereafter.

The Housing Authority reserves the right to perform the inspections at the same time each year or to follow the protocol of the tenant-based program which links inspections to annual recertifications and initial move-ins. The Housing Authority also reserves the right to perform sample inspections in multifamily properties in accordance with HUD regulations.

Occupancy

Occupancy standards for the Housing Choice Voucher Program will apply to the Project Based Program.

If a unit becomes overcrowded or under occupied by comparison to the occupancy standards, the tenant will be required to move. Options include the offer by the owner of another unit of appropriate size or the issuance of a tenant-based voucher.

The occupancy standards will be waived for tenants existing at the time that Project Based Voucher Program contract is signed between the Housing Authority and the Owner. However, at such time as the tenant elects to have a tenant based voucher issued, the voucher will be issued based on the Occupancy Standard for the Voucher Program.

Screening for Tenant Eligibility and Briefing

First priority to occupancy goes to individuals and families who are existing tenants at the time the Contract is signed between the Housing Authority and the Owner. Existing tenants in place who have incomes at or below 80% of median are eligible for assistance. Existing tenants who may have a debt owing to the Housing Authority from past participation are eligible for assistance as long as they are willing to enter a repayment agreement. (They will not be eligible to convert their assistance to a Tenant Based Voucher until the debt is repaid.)

Tenants selected for project-based units must be selected from the Housing Authority's waiting list and shall meet the eligibility requirements for the Housing Choice Voucher Program. At least 75% of the households assisted in the combined programs must have incomes at or below 30% of median for Thurston County.

Owners must select tenants from among applicants referred by the Housing Authority. Owners may refer applicants at any time to be placed on the project-based and tenant-based lists. Selection will be made from the Housing Authority's waiting list. One separate waiting list will be created for the Project Based Voucher units with the tenant self-selecting the particular housing opportunities from among the list of Project Based units. Priority in special housing program units will be given to households who meet the criteria for tenancy of the special housing program attached to the units, if any.

If a unit remains vacant in excess of 30 days and the owner has not unreasonably denied tenancy to applicants referred by the Housing Authority from the waiting list, the owner may refer a prospective tenant to the HA's waiting list and that person will be considered for tenancy at that time.. The referral shall be made on a form prescribed by the Housing Authority. The referral will be screened for eligibility for assistance and if found to be eligible will be accepted for the program without the Housing Authority making any additional referrals from the waiting list. This procedure is being put in place to minimize vacancies in the program. If found that this process is being triggered regularly, the Housing Authority will review its referral process to minimize the selection of tenants outside the waiting list process.

Although the referrals will be made from the Project Based List, the vacancy will be listed for the voucher holders who could also choose to forfeit their tenant based voucher at that time and agree to live in the project based unit for a minimum of one year. Initially, when creating the project based

list, potential applicants from the tenant based list will be solicited to determine interest in the Project Based units.

The applicant must also pass the tenancy screening of the owner and meet the priorities established by the owner. A particular unit may give preferences based on the types of services provided as part of the provision of the housing and have to limit eligibility for tenancy based on restrictions placed on the housing by funding sources. For example, a project may limit occupancy to previously homeless individuals, or individuals in recovery, or individuals receiving services for mental illness or developmental disabilities.

Once the applicant has met the program and owner screening criteria, the applicant will be briefed on the program and sign a Statement of Family Responsibility. The family will be advised of its rights and responsibilities under the program.

Rejecting the offer of tenancy in a Project Based Unit will not affect the applicants position on the Tenant Based Voucher Program waiting list.

Lease Agreement

The owner and tenant will enter into a one-year lease agreement provided by the owner. The HUD prescribed tenancy addendum and any other required program forms related to the tenancy will be part of the lease agreement.

The owner of the project-based unit may include as a condition in the lease the stipulation that the family remains compliant with any supportive service program required for occupancy. If compliance is not maintained, the owner may terminate tenancy in accordance with the lease

After the one year, the tenancy is on a month-to-month basis.

Eligibility for Tenant Based Program Voucher

After the first year, the tenants may move at any time with sufficient notice described in the lease. Tenants may have the option to have a tenant-based voucher issued if they are participants in good standing and have met their one-year lease commitment. Tenants will be advised of this right as part of the briefing for the program. Tenants will be asked to give the Housing Authority 60 days notice to allow for sufficient time to process the issuance of a voucher. The tenant will go through the moving process in place at the time for the tenant based voucher program. The process may include a mover orientation, supplying updated income verification, etc. If there is not a voucher available at the time of the request, the household will be offered the next available voucher.

Exceptions to this one year rule will be granted to applicants who, at the time of their admission to the project based program, had a tenant-based voucher issued and to tenants who were in-place on a Tenant Based Voucher contract at the time the Housing Authority signed the Project Based Contract with the owner.

Fair Housing

The program will follow Fair Housing policies. The fact that certain housing units may be limited by virtue of their funding sources is not a constraint on fair housing opportunities. Other households have rights to alternative housing opportunities through the tenant based program and in the other units in the Project based units. The Housing Authority has sought out every possible housing type and owner in order to offer the widest possible choices of housing and services in the community.

Vacancy Loss

The owner is entitled to a vacancy loss for up to 60 days at the rate of 80% of contract rent. Approval of a vacancy loss assumes that the owner is doing tenant screening in a timely manner and that the unit is being readied for occupancy in a reasonable time period.

The owner will not be entitled to a vacancy loss on units vacant at contract signing.

Other

Except for the policies and procedures outlined here which are unique to the Project Based Program, the voucher program policies and procedures spelled out elsewhere in the Administrative Plan apply to the program.

Partial Funding

In cases where a proposal is otherwise fundable, the Housing Authority reserves the right to approve the project but to stage the implementation date of each of the units until such time as all the components are in place.

We give below the types of situations that we expect to occur in the implementation of the program. This is not an inclusive list as there may be other examples of issues that will arise in the signing of a contract with an individual project.

1. One or more units in a project may be occupied by a tenant who refuses to comply with the application for the Project Based Assistance.
2. One or more of the units in a project is occupied by a tenant under a Tenant Based Voucher, who is (a) under a one-year lease agreement and the rent cannot change during the course of the year; (b) fearful that the transfer to the Project Based Program will affect the ability to leave in the first year under the PBP and therefore refuses to sign the new lease. (3) adversely affected by the transfer from the Tenant Based Voucher.

The Exhibits to the Contract will identify the units that are to be staged under the contract. These units will not be eligible for the Vacancy Loss Payment until they have had the first tenant under the PBP. Neither will the HA be entitled to a Administrative Fee for these units under the PBP until the first tenant is put under the contract.

Housing Authority of Thurston County
Board of Commissioners

Craig D. Chance
5129 Viewridge Dr. S.E..
Olympia, Washington 98501
Spouse: Kathy Chance

Commissioner
Date Appointed: 11/16/92
Term Expires: 10/16/2004
Position: #4

Cheryl Noel
P.O. Box 507
Rochester, Washington 98579
Spouse: Steve Noel

Chair
Date Appointed: 11/16/92
Term Expires: 10/31/2004
Position: #2

Neil McClanahan
2000 Lakeridge Drive
Olympia, Washington 98502
Spouse: Sandra McClanahan

Commissioner
Date Appointed: 04/02/02
Term Expires: 02/02/07
Position: #1

Lloyd W.(Lew) Lewis
120 State Avenue N.E. #1027
Olympia, WA 985018212

Commissioner
Date Appointed: 6/18/90
Term Expires: 4/15/2004
Position: #3

William Lynch
8845 Adams Lane N. W.
Olympia, WA 98502
Spouse: Jane Habegger

Commissioner
Date Appointed: 9/15/86
Term Expires: 9/15/2004
Position: #5

Joanne Barker
1900 BlackLake Blvd. SW #AA-4
Olympia, WA 98512

Commissioner
Date Appointed: 1999
(HATC Board will renew on
an annual basis)

Board of Commissioners meet the 4th Thursday of each month at 12:00 Noon
in the Housing Authority's Conference Room - 503 W. 4th, Olympia.