

**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

*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

*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  
HOME/2060  
Homeownership*

**Administrative Services**

**Housing Finance  
Manager**

Finance Specialist

Fiscal Assistants

*Finance  
Risk Management  
Grants Management  
Human Resources*

<p><b>JOANNE BARKER</b>  8137 Sweetbrier Ln SE #J305  Lacey WA 98513</p>	<p><b>GUADALUPE DILDINE</b>  P O Box 8394  LACEY, WASHINGTON 98509</p>	<p><b>KELLY KELLOGG</b>  2429 PROSPECT STREET NE  OLYMPIA, WASHINGTON 98506</p>
<p><b>Idyllis Humphrey</b>  1618 Groves St NW  Olympia WA 98502</p>	<p><b>HELEN PLAJA</b>  1309 Fern. St. SW # SW 203  OLYMPIA, WASHINGTON 98502</p>	<p><b>ELLEN REBER</b>  4217 HORNET DR. NE  LACEY, WASHINGTON 98506</p>
<p><b>Sue Allen</b>  6640 Bonniewood Dr. SE  Tumwater WA 98501</p>	<p><b>Donna Baldwin</b>  4306 6<sup>th</sup> Avenue NE  Olympia WA 98516</p>	<p><b>Diana Schubert</b>  5513 College Glen Loop SE # B303  Lacey WA 98503</p>
<p><b>Elizabeth Anderson</b>  818 Burr Rd. SE #29  Olympia WA 98501</p>	<p><b>Rosalie Mason</b>  420 S. Sherman #122  Olympia WA 98502</p>	<p><b>Brandy Coffman</b>  2530 Ruddell Rd SE #102  Lacey WA 98503</p>
<p><b>Greg Provenzano</b>  Columbia Legal Services  711 Capitol Way S #304  Olympia, WA 98501</p>	<p><b>Kathleen Stone</b>  510 Capitol Way N # 233  Olympia WA 98501</p>	<p><b>Shirley Moss</b>  9031 B Boulder Ln SE  Olympia, WA 98501</p>
<p><b>Wendy Holman</b>  6051 Merlot Lane SE  Lacey, WA 98513</p>	<p><b>Perla Bailey</b>  530 America Street SW #K105  Olympia, WA 98502</p>	<p><b>James Ward</b>  533 Courtside St SW #D 204  Olympia WA 98502</p>
<p><b>Myra Owens</b>  1025 Neil St #17  Olympia WA 98516</p>	<p><b>Jessica Johnson</b>  1511 Legion Way  Olympia WA 98501</p>	

<b>Wendy Okert-Chissus</b> 7020 Gaston Lane SW #A Tumwater WA 98501	<b>Fatima Mustelier</b> 9011 Old Highway 99 SW #406 Olympia, WA 98501	<b>Jessica Johnson</b> 1511 Legion Way SE Olympia, WA 98501
<b>Paul Grudis</b> Evergreen Vista Apartments 1209 Fern St Olympia WA 98502	<b>Responded 12/30/04</b>  <b>Dotty Peery</b> 420 Sherman Street SW #106 Olympia, WA 98502	<b>Responded 1/3/05\</b>  <b>Beverly Green</b> 420 SW Sherman Street #121 Olympia, WA 98502
<b>Used for the meeting of Jan 6 2005</b>		

**Housing Authority of Thurston County**  
**Board of Commissioners**

**Craig D. Chance**  
5129 Viewridge Dr. S.E..  
Olympia, Washington 98501

**Commissioner**  
**Date Appointed: 11/16/92**  
**Term Expires: 10/16/2009**  
**Position: #4**

**Cheryl Noel**  
P.O. Box 507  
Rochester, Washington 98579

**Chair**  
**Date Appointed: 11/16/92**  
**Term Expires: 10/31/2009**  
**Position: #2**

**Neil McClanahan**  
2000 Lakeridge Drive  
Olympia, Washington 98502

**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: 4/15/2009**  
**Position: #3**

**Nick Federici**  
2927 Cloverfield Dr. S.E.  
Olympia, WA 98501

**Commissioner**  
**Date Appointed: 1/10/05**  
**Term Expires: 1/10/10**  
**Position: #5**

**Joanne Barker**  
8137 Sweetbrier Ln SE #J305  
Lacey, WA 98513

**Commissioner**  
**Date Appointed: 9/29/99**  
**(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.**

**RESOLUTION NO. 05-03-31-1**  
**APPROVAL OF THE**  
**HOUSING AUTHORITY OF THURSTON COUNTY**  
**5-YEAR/ANNUAL PLAN.**

WHEREAS, the Participant Advisory Committee met to discuss performance in meeting goals and objectives in the current year and to review proposed changes to the Plan, and

WHEREAS, the Board of Commissioners of the Housing Authority of Thurston County has reviewed the minutes and materials from the Public Hearing of February 24, 2005, and

WHEREAS, the Board of Commissioners of the Housing Authority of Thurston County has reviewed the recommendations from staff presented at the open Public Board Meeting of the March 31, 2005, and

WHEREAS, there have been no additional public comments submitted to the Housing Authority,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THURSTON COUNTY as follows:

Approves the minutes of the February 24, 2005 Public Hearing and approves the submission of the Housing Authority of Thurston County 5-Year Plan for the year 2006-2010 and the Annual Plan for 2006.

**Approved this 31st day of March 2005**

HOUSING AUTHORITY OF THURSTON COUNTY

By: \_\_\_\_\_  
Lloyd (Lew) Lewis, Chair

**Housing Authority of Thurston County's  
5-Year/Annual Planning Process  
Public Hearing  
Minutes  
February 24, 2005**

Public Hearing Opened: 12:00 Noon

James Gutierrez reported on the state-wide homeless count. (see attached)

Maureen gave the following report:

Accomplishments:

- Secured funding for two positions in the Family Self-Sufficiency Program
- Transitioned about 40 families and special needs households who were assisted by the HOME TBRA onto the voucher program to complete the continuum from homelessness to permanent housing with a subsidy.
- Received an outstanding RIM Review.
- Signed a contract for six more units under the Project-Based Program. The total is now 107 units.
- 81% of the households were at or below 30% of median (the requirement is 75%)
- We are actively working with the RSN to utilize the Project Access Vouchers. These vouchers being held by King County Housing Authority help to transition persons with disabilities from restricted residences. We are transitioning folks out of Western State, the Developmental Disabilities facilities and Adult Family Homes. Previously the population served had to come from Nursing Homes.

Planning for next five years and the Annual Plan for 2005-2006

- The first word that comes to mind for the voucher program is SURVIVAL .
- The next word is GRATITUDE for the leadership of the BOARD and the EXECUTIVE DIRECTOR in helping us to diversify our resources so that we are not totally dependent on the federal budget and policy makers.
- We are about to be one of 325 housing authorities selected for a Quality Assurance Division review. A staff from the DC office who is out-stationed in Seattle will be visiting our office reviewing our back-up materials for our financial reports.

- Continuation as a PARTNER in the community in the Project-Based Voucher Program.
- Right now we are working on the transition of 48 households living at Olympia Villages to the Voucher Program. Karen and Cindy have spent hours with the tenants – assisting them with paperwork – we are issuing vouchers. We have put a request into HUD for 48 vouchers.
- In July 2005, a 15-year Moderate Rehabilitation Contract for the UHLER Apartments expires. WOW. When we signed that contract 15 years ago, it seemed a long way off and I think Bob and I joked that we would be long-gone before the Agency had to deal with the renewal. We expect to get 4 vouchers to replace the assistance so as not to displace the tenants from an affordable unit. The owner, Bill Crabtree, would have preferred to keep it in the program but under the regulations, a small project is not eligible for renewal.
- In December 2005, a second contract with 28 units will expire. The owner has notified us that he would like to renew. We have begun working with HUD on this expiration.
- HUD is changing the way the voucher program is funded. It has been morphing over the past two years. We are expecting a PIH notice to tell us retroactively to January how we are to track our utilization and how we will earn our administrative fees.

Changes that the Board has recently approved or is being asked to approve with the adoption of this Plan:

- In the Project-Based Program, we have added three new provision:
  1. Administratively, we have adopted a new policy on switching units within a larger project, and allowing flexibility in the smaller projects to take units off-line for a short period in order to allow tenants to remain in place.
  2. Project-wise, we have eliminated the vacancy loss provision.
  3. Project-selection criteria changed to reflect the option to select units for project-based assistance if the project has been selected for funding in a competitive process.
- In an attempt to reduce the average HAP in the Voucher Program, we have taken a number of actions:
  1. Reduced the payment standard in an attempt to reduce the average HAP. We have also changed the occupancy standards so that families will wait longer to qualify for a larger size voucher.
  2. Reinstated interim exams for households whose income increases during the year.
  3. Placed restrictions on port moves to higher cost jurisdictions that are not willing to absorb the household.
- We have included a Limited English Proficiency Plan to the Administrative Plan. We will work with other agencies to get essential documents translated to the most needed languages and we will make oral interpretive services available on request to applicants and participants as needed. We understand from an e-mail that we just received that HUD will be helping to translate some of the more used documents.

- We are proposing the set-aside of vouchers for tenants being displaced by two upcoming projects that will benefit the community. The Policies already allow such priority assistance. The two projects are the BHR project in Tumwater and during the open process, we have received a request from SafePlace to include their upcoming project for this voucher priority. Each of these projects is responsible to provide a displacement allowance to the existing tenants under the Uniform Relocation Act. Providing a voucher is an allowable strategy that can help meet the needs of the tenants being displaced and can help to reduce the out-of-pocket expenditures of the project.
- Except for the displacement vouchers, and other transition vouchers from Project Base and from the transitional housing programs, HATC will be restricting voucher issuances in the foreseeable future to single non-elderly disabled populations in order to get our numbers in line with the allocation of these targeted vouchers to the proper number.

**There were no public comments: Public hearing closed at 12:55.**



# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
(exp 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2006 - 2010

## Streamlined Annual Plan for Fiscal Year 2006

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Housing Authority of Thurston County

**PHA Number:** WA049

**PHA Fiscal Year Beginning:** July 1, 2005

**PHA Programs Administered:**

**Public Housing and Section 8**

**Section 8 Only**

**Public Housing Only**

Number of public housing units:

Number of S8 units: 1,894, if funded

Number of public housing units:

Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**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 and attachments (if any) are available for public inspection at: (select all that apply)

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

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

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

## Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2006 - 2010

[24 CFR Part 903.12]

### 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: **The Mission of the Housing Authority of Thurston County is to provide safe, decent, and affordable housing and services to persons of 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.**

### 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.

**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): *to decrease the vacancy time for project based units*
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers: *apply for vouchers for expiring mod rehab contracts*
  - Other: Manage the voucher budget to provide assistance to the maximum number of households possible.
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: *Welcome Home Downpayment Assistance Program*
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: *Work with the HOME Consortium to maintain a TBRA Program for homeless and at-risk households.*

**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: *Maintain voucher self-sufficiency program as funding is available.*

**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: *Maintain self-sufficiency and homeownership programs.*

**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: *Maintain networking connections in the community to ensure information and access to all population groups.*

*Other HATC Goals and Objectives:*

- *To increase affordable housing opportunities for persons of low-income, disabled and at-risk 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 persons of low-income, disabled and at-risk individuals and families in need.*

## Streamlined Annual PHA Plan PHA Fiscal Year 2006

[24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs –*Not Applicable: deleted this section*
- 6. Demolition and Disposition : *Not Applicable: deleted this section*
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - 8. PHA Progress on Meeting 5-Year Mission and Goals
  - 9. Criteria for Substantial Deviations and Significant Amendments
  - 10. Other Information Requested by HUD
    - 10.1.1.1.1. Resident Advisory Board Membership and Consultation Process
    - 10.1.1.1.2. Resident Membership on the PHA Governing Board
    - 10.1.1.1.3. PHA Statement of Consistency with Consolidated Plan
    - 10.1.1.1.4. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 20\_\_ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report - *Not applicable: deleted this section.*
- 13. Capital Fund Program 5-Year Action Plan- *Not applicable : deleted this section.*
- 14. Other (List below, providing name for each item)
  - Correspondence from HATC to HUD regarding the Voucher Budget
  - Correspondence from HATC to HUD requesting regulatory waivers
  - PHA Certification

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

**For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:**

**Form HUD-50070, Certification for a Drug-Free Workplace; (No longer required.)**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

## **Executive Summary**

The Housing Authority of Thurston County's 5-Year and Annual Plan are developed in response to a federal mandate to Housing Authorities to look at the needs and resources in the community and to make their decisions transparent to the public.

The Housing Authority is in the process of developing its Second Five Year Plan and its sixth annual action plan. The Plan has been developed with an open invitation to the community and to the Authority's various constituencies to participate in the process. Participant Advisory Committee meetings have been held to share proposed policies and procedures and the Board of Commissioners has reviewed and acted on policies before they are incorporated into the programs. Information on the planning process has been shared with various community networks including Thurston County Housing Task Force, the Thurston County Move to Housing Sub-Committee and the Thurston County Partners for Children, Youth and Families.

The Program Administrative Plan for the Rental Assistance Program which becomes a part of the Housing Authority's Annual Plan contains the policies, procedures, rules and requirements of the Voucher, Project Based Voucher, Moderate Rehabilitation and Single Room Occupancy Programs.

The Housing Authority was incorporated as a not-for-profit public corporation in 1971. The Authority has never owned or operated public housing. This Authority is submitting a streamlined annual plan as a public housing agency that only administers tenant-based assistance.

The Housing Authority of Thurston County is a leader in the community on housing issues and as such participates in three planning processes in order to address the housing needs of the community: the 5-Year/Annual Plan, the Consolidated Plan for the HOME and Community Development programs and the Continuum of Care Plan for homeless needs and McKinney assistance programs. As a result of combining these three processes, regular meetings of the various groups addressing housing related issues provide updated information to help identify new, emergent and the on-going housing and services needs of homeless, at-risk individuals and families with limited incomes.

In addition to operating the rental assistance programs, the Housing Authority is a leader in the County in trying to address the needs of homeless families and individuals. The Authority does this through its role as a Lead Agency for State and Federal grant programs and as a direct provider of housing and case management services and homeless prevention funds and transitional housing services for homeless families with children.

Through the Individual Development Account Program, the Family Self Sufficiency Program and a Homebuyer Program, the Community Services staff of the Authority works with families toward self-sufficiency and homeownership where possible.

The Housing Authority has effectively pursued affordable housing funding opportunities as they arise. The Housing Authority has been very successful in receiving funding, even in very competitive national funding opportunities and will continue to compete for every reasonable allocation to increase opportunities to assist families and individuals to secure long term permanent housing. You will possibly notice in the goals toward providing additional resources in the Community from Federal Sources that we are not optimistic about the availability of such funding.



Over the next five-years, from federal resources, we expect to be in a maintenance and survival mode. We do not expect to see any resources available to meet the increasing needs for rental assistance among the Thurston County renter population whose incomes are at or below 50% of the median. As you can see from the Needs Charts, the voucher waiting list continues to grow to well over 3,000 households and many families cannot be located by the time their applications reach the top of the waiting list. They are likely still in need, but they usually will have moved several times as the wait increases to three and eventually more years.

As we were reminded at a recent meeting, the federal housing program is not an “entitlement” program and therefore it needs to compete with other non-entitlement programs for federal dollars. And limited income households will continue to wait and assistance levels will continue to drop as the budgets being provided to Housing Authorities fail to keep up with the inflationary costs of housing and the declining buying power of households under 50% of median.

We expect to have continued struggles to keep the voucher program a viable resource for families in our community.

But at the same time, the Housing Authority will continue to develop and create housing opportunities through other state and federal programs, through the Washington State Housing Assistance Program, the State Emergency Shelter Assistance Program, the Federal McKinney and Emergency Shelter Grant Program and possibly from the new pilot Washington State Homeless Families Assistance Fund. And we will continue to maintain our Workforce Housing at an affordable rent level to meet the needs of limited income households who do not meet the rental assistance criteria or who meet the criteria but have not been able to get a voucher.

In addition, the Authority will continue its leadership role in the community providing technical assistance to help fledgling projects move forward in creating additional resources for vulnerable populations.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. 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 PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,534		
Extremely low income <=30% AMI	3,105	87%	
Very low income (>30% but <=50% AMI)	382	11%	
Low income (>50% but <80% AMI)	44	1%	
Families with children	1,904	54%	
Elderly families	270	8%	
Families with Disabilities	1,312	37%	
Race/ethnicity - Caucasian	2,897	82%	
Race/ethnicity - Black	282	8%	
Race/ethnicity - Asian	219	6%	
Race/ethnicity - Native American	135	4%	
Characteristics by Bedroom Size (Public Housing Only)			
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			

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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: *Reduce time to lease moderate rehab and project based voucher units.*

#### **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: *Partner with non-profit developers to project-base vouchers in conjunction with creation of affordable housing units through acquisition, acquisition and rehab and new construction.*

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: *Meet the 75% goal.*

**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: *Meet their needs by selecting up to 25% from the waiting list who demonstrate a need as defined in the Administrative Plan.*

**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)

**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)

**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: *Continue networking with agencies and groups in the community who represent various ethnic and racial groups.*

**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)

**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: *Reality of trying to maintain baseline number of voucher units within the new budget-based financing.*

## **2. Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004-2005 grants)</b>		
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	\$10,839,108**	HAP and Administration
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
Family Self Sufficiency	\$125,000	Salary and Benefits
<b>Mod Rehab</b>	\$241,238*	HAP and Administration
<b>SRO</b>	\$205,190*	HAP and administration
<b>Mainstream</b>	\$213,392*	HAP and Administration
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$ 11,623,928</b>	

\* For period July 1 2004- June 30, 2005

\*\* For Calendar Year 2005

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

[24 CFR Part 903.12 (b), 903.7 (b)]

**A. Public Housing - Not applicable: deleted this section.**

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

**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):
- Other: *Screen for "life time" self offender; self declaration on criminal & drug.*

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: *When requested, HATC provides the prior landlord's contact information.*

**(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)

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:

1. *Where it is likely that additional time will result in leasing;*
2. *To accommodate a person with a disability.*

**(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)

*For persons between 31% and 50% of median.*

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs





Victims of reprisals or hate crimes

Other preference(s) (list below)

*High rent burden (> 40% of AMI with additional deductions permitted.)*

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 -1

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 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)

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

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)

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

- Through published notices
- Other (list below)  
*Information on the pre-application allows staff to determine potential applicants for special purpose vouchers.*

### **(6) Policies and Procedures Changed Since the Adoption of the Last Plan**

*See Attached Addendum to the Plan covering the policies and procedures incorporated into the Administrative Plan of the Rental Assistance Programs.*

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

**A. Public Housing** – *N/A deleted this section.*

### **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
- 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)

*Budget limitations. HATC has chosen to try to maintain baseline number of units at 1,894 by lowering Payment Standard to new October 2004 FMR. Further lowering of the PS may be necessary and it may require implementation sooner with a regulatory waiver.*

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

*Annually and as needed to meet the per unit cost (PUC) limitations of the program.*

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)

*Budget limitations and controlled PUC*

## **(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. and 6.** Sections deleted - do not apply to HATC programs.

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

### **(2) Program Description**

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? \_\_\_

b. PHA-established eligibility criteria

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

c. What actions will the PHA undertake to implement the program this year (list)? *The Housing Authority is working with over 20 families on pre-purchase counseling getting participants ready for homeownership.*

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

#### *Summary Statement*

This has been, without a doubt the most challenging year to date in the rental assistance program in over 20 years. And this assessment is echoed across the nation as Housing Authorities try to respond to changes in the system for renewing contracts.

Reserves have been recaptured from the programs, flexibility has been significantly reduced and decisions about funding are made retroactive during the program year. Year End Settlements are significantly behind schedule in being approved so Housing Authorities are left to speculate about their budgets.

Under these circumstances it is very difficult to maximize the resources with the uncertainties of what your actual resources are. Since this is a performance-based program, the administrative dollars relate to the number of families under lease at the beginning of each month. But if there are insufficient housing assistance dollars, housing authorities are unable to lease up to their full baseline number of units when there are insufficient resources in the renewal funding.

In the course of this reduction in funding, HUD also changed the funding to a calendar year basis without any guidance as to how the year-end settlements will work for housing authorities with fiscal years ending at other times than December 31<sup>st</sup>.

To complicate the challenge, any attempts we make to reduce the Per Unit Cost take months to show any impact since there are regulations in place which prohibit the immediate implementation of reductions in assistance to existing program participants.

Within this context of CHALLENGE, the Housing Authority has done its best to use the rental assistance resources and the other resources in the community to provide assistance to as many persons as possible.

**Goal:** Add a Standard Operating Procedures Manual for staff guidance in operating the Rental Assistance Programs.

**Progress:** This is work in progress as we accommodate the changes in the system and the change to an Integrated Software Package called Visual Homes. The procedures are filed with the related chapter of the Administrative Plan. The Administrative Plan is broken out into Chapters which are still being updated to remove the procedural items and make it relate solely to policy decisions.

**Goal:** Implement voucher homeownership program..

**Progress:** HATC adopted the Administrative Plan for the Voucher Homeownership Program in the last program year. We have also secured funding for a second loan program called Welcome Home. During the last and current fiscal years, FSS, IDA and other voucher-program participants have been in pre-purchase training. Five families purchased homes during calendar year 2004 to-date but all were able to access other resources to get down payment assistance and first-time home-buyer loans. None of them remained on the Homeownership Voucher Program. The Family Self-Sufficiency Staff have worked on the documents for the program including the Promissory Note that will encumber the property and allow the Assistance to be repaid to a revolving fund through the voucher assistance.

**Goal:** Continue to set aside vouchers for the purpose of assisting in transitional housing for graduates of the transition programs. Implement a priority on the Voucher Program to individuals and families who have been successful on the HOME Tenant-Based Rental Assistance Program

**Progress:** About 39 households were transitioned to the Voucher Program from the HOME Program in February 2004. During the latter part of calendar year 2004 and early 2005, we are transitioning some additional households who have been assisted by the HOME TBRA program.

**Goal:** Advocate continuing operation of a HOME TBRA program when Thurston County becomes an entitlement community under the HOME Program. (FY 2004)

**Progress:** During the first eleven months of the HOME Consortium's program, 169 new households were assisted for varying amounts of time. Reference is made to the CAPER for more information on this program. The Community also tied services through the Regional Support Network and the McKinney Homeless funding to provide services to the participants in the program.

**Goal:** 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.

**Progress:** The Housing Authority continues to operate the IDA Program. There have been 63 participants in the program since its inception. Of this number:

- 39 are active
- 34 Completed Financial Literacy training
- 16 Completed their asset training
- 5 Purchased their asset: Business, education or homeownership = \$39,853.24 in savings, interest and match.



**Goal:** Maintain or increase voucher program lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.

**Progress:** With the budget limitations the Housing Authority maintained its Payment Standard until November 2004. With the increasing Per Unit Cost (PUC), the limitations on the budget and the new, lower Fair Market Rents, the Payment Standards were lowered for the studio, one, two and three bedroom units. With the new proposed, still lower 2005 projected funding budget from HUD, it may be necessary to reduce the standards still further. There is no way that the level of funding will support the full baseline number of units. During the last part of the calendar year 2004, the Housing Authority was under-leased in unit months but had expended its entire budget authority. With the uncertainties and significant changes to the voucher program to a budget-based funding, it appears that most housing authorities will not be able to lease to their baseline number of units and therefore will have to serve fewer families under the program.

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

**Progress:** Households are taken from the waiting list in accordance with the preference policy adopted in the administrative plan and statutory requirements that at least 75% of the households we serve have incomes at or below 30% of median. The bedroom size does not come into play.

Households are helped on a first-come first-served basis except for targeted allocations (e.g., welfare to work and vouchers for single non-elderly individuals with disabilities, Project Access, Medicaid Waiver vouchers, Family Unification Program vouchers) and special local preferences provided for in the administrative plan. These preferences include 8 vouchers for Persons with HIV/AIDS, families and individuals transitioning from the transitional assistance under the HOME Tenant Based Rental Assistance Program, as well as the targeted vouchers: Project Access Vouchers for Persons who are transitioning out of nursing homes under the Medicaid Waiver Program and other individuals who can avoid nursing home placement through the provision of a voucher and services under the Medicaid Waiver Program. 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 Pilot project with families coming from HOME tenant-based program (see above) and for the Project Access and Medicaid Waiver eligible individuals to avoid Nursing Home placement.

As families terminate from the Vouchers in Partnership to Success vouchers, the vouchers are returned to the pool of vouchers.

**Goal:** Maintain or increase voucher program lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration.

**Progress:** We do not have areas of concentrations. Our leased units are scattered throughout the community. Very few individuals were unable to use their voucher because of the lack of units in the County. We have published Owner Bulletins in attempts to get feedback from landlords and had a Landlord meeting in 2004 as part of the Five-Year Planning Process. We have made a presentation on the voucher program to a group of Property Managers in a Multi-family Crime Prevention Program. We have also done mail outs to participating landlords about a Fair Housing Meeting co-sponsored by the City of Olympia and the Olympic Rental Owners Association for March 2005.

**Goal:** Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

**Progress:** 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.

**Goal:** Participate in the HOME Consortium Planning Process.

**Progress:** The Housing Authority played an active role in the HOME Consortium Planning Process. The HOME program began its second year of operation on September 1, 2004. 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.

**Goal:** Apply for additional voucher units should they become available.

**Progress:** There were no new vouchers available beyond a few hundred Mainstream Vouchers for which HATC was not eligible to apply. There are no new allocations expected anytime in the near future. The expectation is for one reduction after another because of the increasing federal deficit. HATC is struggling to get adequate funding to operate their current program for the baseline allocation of units (1,894).

There was a lot of opposition among industry groups to the Flexible Voucher Program (FVP), knowing that such a "Block Grant" approach would inevitably mean less funding in the future. Well the "less funding" is here now and we must deal with it without the benefit of flexible rules. The FVP program has been brought in through the back-door but with all the rules and

regulations still in effect. In reality, it is expected that the Housing Industry will cry uncle and give in to the inevitable Flexible Voucher. Some limited information on this PROPOSED program is available at the HUD website at [www.hud.gov](http://www.hud.gov).

During the coming fiscal year, we expect to see two Moderate Rehabilitation contracts expire. One is a four-unit complex in downtown Olympia. Under the rules, the owner may not renew this project-based assistance. We have been in contact with HUD to transition these folks to vouchers. In December, a second contract expires. The owner has expressed an interest in renewing and we have been working with HUD to determine if a renewal is possible or if we must apply for replacement vouchers for the building.

**Goal:** Leverage affordable housing resources in the community through the creation of mixed-finance housing.

**Progress:** The Housing Authority has contracted with non-profit housing providers under the Project Based voucher program. See below. The Housing Authority purchased eight units as Transitional Housing for families.

**Goal:** Contracting with private not-for-profit entities with Project Based Voucher Assistance.

**Progress:** The Housing Authority signed one additional contract during the current fiscal year with Homes First! There will be 6 units eventually under contract in the development consisting of two tri-plex buildings. As of September 1, 2004 we had contracts for 107 units with two of this number being phased in over time.

**Goal:** Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**Progress:** Thurston County is a HOME Entitlement Jurisdiction as of September 1, 2003. This has brought additional HOME Tenant Based Rental Assistance dollars to the community allowing us to help more special needs populations in this transitional housing program. At the end of August 2004, we had completed a full year of assistance to homeless and special needs populations using this funding source.

**Goal:** Target available assistance to families at or below 30% of the AMI. Plan to meet the federal targeting requirement by maintaining that 75% of all new admissions to the Voucher Program will be families at or below 30% of the area median income

**Progress:** In the past year, we have had to skip over applicants in order to meet this requirement. In the Fiscal Year ending June 2004, 81 % of the households served under the Voucher Program had incomes at-or-below 30% Area Median.

**Goal:** Apply for special-purpose vouchers targeted to the elderly, should they become available.

**Progress:** There were no special purpose vouchers for elderly available and we do not anticipate additional units of housing in the near future. We will try to maintain what we have. We have received word that the Olympia Villages complex was not able to negotiate a continuation of their contract with HUD. We have applied to HUD for 48 enhanced vouchers to avoid displacement of the existing tenants and to provide a continuing level of support in the community that these project-based units currently provide. In February, March and April 2005, we will be working with HUD, the Management and the Tenants to make the transition of assistance to the voucher program effective May 1, 2005.

**Goal:** Target vouchers for persons over 62 coming out of Nursing Homes on the Access Model. Set aside vouchers for an Access Program Model if Thurston County is eliminated from the King County Program.

**Progress:** Before we had the opportunity to expand this model, we have been forced to cut back on our issuance of vouchers. Those over 62 years are not eligible for the official Project Access. Project Access has continued under King County Housing Authority so we did not have to implement the goal of setting vouchers aside.

**Goal:** 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.

**Progress:** Referrals for this program are being made by Home and Community Services. We have assisted one individual. These referrals will get a preference when we have vouchers to issue.

**Goal:** Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**Progress:** HATC has been refunded for two FSS staff positions to work with our Family Self Sufficiency participants.

### **Family Self Sufficiency Program**

Secured funding for Family Self Staff to work with the program.

As of December 2004:

- There are 114 active participants
- Over the past year there have been 16 graduates
- Of these graduates, four have become homeowners

**Other Accomplishments:**

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

1. Served as the administering agency under contract with Thurston County for the HOME Consortium.
2. The Executive Director has served on several State-wide planning groups.
3. The Housing Authority operated the HOME Tenant-Based Rental Assistance Program and during the period September 1, 2003 until July 31, 2004 served 169 households.
4. Provided Technical Assistance to Housing Providers to help develop projects meeting the needs of vulnerable populations. These include the DeVoe Street project for homeless men and the BHR units in Tumwater for chronically mentally ill homeless.
5. Signed a contract for six housing units under the Project Based Voucher Program.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### a. Substantial Deviation from the 5-Year Plan

#### b. Significant Amendment or Modification to the Annual Plan

The basic criteria that HATC will use for determining:

- (i) A substantial deviation from the 5-year plan,
- (ii) A significant amendment or modification to its 5-year Plan and Annual Plan.

#### *Substantial deviation:*

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
- Decision 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 or decrease the Payment Standard (PS) (within budget authority) based on, (1) in the case of an increase to the PS, unforeseen increases in rents or inability of tenants to rent units within the program rules or (2) in the case of decreases to the PS, reductions in the budget authority awarded by HUD.
- To make modifications to the Administrative Plan which improve the access to the program by applicants and participants or clarification of new issues in order to provide a consistent implementation of the rules.
- To incorporate new procedures brought about by new regulations or clarification of regulations by HUD.
- To make changes to parts of the plan, which are found to be inconsistent with regulations.
- To make changes required by statute or regulation that need to take place before a consultative process can take place.
- Changes in the Standard Operating Procedures that do not involve policy decisions.

Other similar circumstances will be treated as defined above. Those items which are considered a substantial deviation would require Board Approval at a Regular Meeting of the Housing Authority Board of Commissioners and submission to HUD at the next annual submission, where a report will be given of policies changed since the last submission of the Plan. Where feasible on discretionary issues, the HATC will make an effort to consult with the Participant Advisory Committee prior to bringing the issue to the Board.

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

b. 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)

#### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

*Joann Barker*

Method of Selection:

Appointment

*The term of appointment is (include the date term expires):  
9/29/99 – renewed on annual basis*

Election by Residents (if checked, complete next section--Description of Resident Election Process)

#### **Description of Resident Election Process**

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)



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)

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)

b. 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):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Thurston County Board of County Commissioners

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: City of Olympia; Thurston County**

a. 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 on its waiting list 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)
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) *The Thurston County Consortium has approved the operation of a Tenant-Based Rental Assistance program to assist individuals and families who are homeless or at-risk for homelessness and who are participating in self sufficiency plans to stabilize their living situation and to move to economic self-sufficiency or at the very least, stabilized housing.*

**(4) (Reserved)**

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

**10. Project-Based Voucher Program**

- 8.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- 9.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

*Partnering with not-for profit housing developers enables the housing provider to maintain good quality housing and in many cases support services.*

- 10. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

*The Board has approved the project based program for up to 379 units. Currently 107 units have gone under contract. The whole of Thurston County is eligible. The units tend to be in the urban areas of Lacey, Olympia and Tumwater, with ready access to transportation and services.*

A summary of the Policies and Procedures to the Program since the last Adoption are included in the Appendix of this document.

### 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance 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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section 24 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Other supporting documents (optional). List individually. Changes to the policies and procedures of the Rental Assistance Programs Limited English Proficiency Plan.	Appendix Exhibit 1

## Appendix: Changes in Policies and Procedures

### A **Project-Based Voucher Program:**

#### 1. **Switching and Suspending Units under the Project Based Voucher Program**

In multifamily projects, where 25% of the units are under contract, the contract can be modified to move the subsidy to different units with an amendment based on proposed rules.

We can switch units of like-size where an assisted tenant tops out at the income maximum but prefers to stay in place for a while without the subsidy and the tenant continues to meet the owner's criteria. The next vacancy of like-size is brought under contract and the previous unit is deleted.

In a case where the next person on the waiting list is a current unsubsidized tenant in the building and the unit is the same size as the vacant unit, that unit is substituted

The following option will also be available for other PBV units where all the units in the project are under contract and there is no way to substitute units. In the case of a household who becomes over-housed in a unit under contract, at the time of the Annual recertification, the tenant and owner have the option to allow the household to remain in occupancy under an appropriate size tenant-based voucher, and temporarily suspend the unit from the Project Based contract. In cases where the household becomes over-income for the voucher program but continues to meet the criteria for the owner, the owner could elect to allow the tenant to remain in occupancy and to suspend the unit from the Project Based Contract for the period during which the tenant remains in occupancy. After two years of suspension, the unit would be dropped from the contract.

.Adopted by Board of Commissioners, November 4, 2004

#### 2. **Proposed deletion of Vacancy Loss Provisions** in the renewal of Project-Based contracts.

There will be no provision for vacancy loss payments in the contracts effective with March 2005 renewals. This policy will be reevaluated if the funding for the voucher program is restored to a level that is reasonable to restore this benefit to the original contract level.

### C. **Limited English Proficiency**

Policy Attached (Exhibit 1).

### D. **Implementation of Restrictions on Porting HATC Vouchers. (Policy adopted by the Board of Commissioners on November 4, 2004).**

## From the Admin Plan

8.1.1.A family whose head or spouse has a legal residence in Thurston County at the time the family first submits its application for participation in the program to the HATC or has proof of having lived in Thurston County at some time during the period the application was on the waiting list may lease a unit anywhere in Thurston County or outside Thurston County in accordance with the portability restrictions placed on the program in November 2004. A family may port to another jurisdiction if the Payment Standard is the same or lower, if the receiving housing authority is willing to absorb or, in the case of a person with a disability, there is an approved request for a reasonable accommodation.

8.1.2.If the household does not meet the residency criteria, they must reside in Thurston County under a HAP contract for at least twelve months before having the limited port rights as outlined above.

## Standard Operating Procedures

### Restriction on Porting HATC Vouchers:

Given the severe budget restrictions of the voucher program budgets and the many unknowns of impact of the changes in the administration of the program, HATC has adopted a policy that restricts the rights of participants and applicants to exercise program rights to transfer the voucher to other jurisdictions.

It has been the policy of the Housing Authority until January 2005 to assist families seeking to transfer their voucher to another jurisdiction. Generally this has been for good and justifiable reasons, including job opportunities, health reasons, moving closer to family, etc. And these types of reasons may still be present as we place these restrictions on the portability rights of applicants and participants. Given the severe cutbacks in the program and the uncertainty of funding, we have had to make the decision to cut the Per Unit Costs in order to maintain assistance to the largest number of households.

Applicants and participants have the right to use their vouchers throughout Thurston County in the incorporated and unincorporated areas of the county. If families want to live in another county, the Housing Authority recommends that the family make application to the Housing Authority in the jurisdiction where they want to move and maintain their application on that list even as they are served by the HATC program.

Applicants and participants with an active voucher may be eligible to port in the following circumstances:

1. The applicant or participant is a person with a disability and makes an approvable reasonable accommodation request to move with their voucher to another jurisdiction that operates a voucher program and the Housing Authority in that jurisdiction is either willing to offer them one of their vouchers or is willing to administer the HATC voucher.
2. The "Receiving Housing Authority" has a payment standard that is equal to or lower than the payment standard of HATC at the time of the request for a portable voucher.
3. The "Receiving Housing Authority" has indicated in writing a willingness to absorb the participant or applicant with a HATC voucher.

Applicants and participants will be advised in briefings, conversations and written materials of the limitations placed on their portability rights. A person who wishes to Port will be asked to submit a formal written request identifying the jurisdiction they wish to port to and whether or not they are a person with a disability requesting a reasonable accommodation.

If a person with a disability is making the request, they are asked to submit a reasonable accommodation form showing why the move to the particular jurisdiction is a reasonable request to accommodate the disability. That

request is reviewed by staff and a decision made as to (1) whether the person has been certified as having a disability and (2) if the request is reasonable, given the Payment Standard of the other jurisdiction.

If the person is someone who does not identify a disability, the staff will research the payment standard of the receiving jurisdiction and/or whether that Housing Authority is willing to absorb. Upon request, contact information is also given to the participant to secure the information or commitment themselves.

### **E. Occupancy Standards: Changes (Policy adopted by the Board of Commissioners on November 4, 2004).**

From Administrative Plan:

6.2.2. Children who are eight at the time of the initial or annual certification do not have to share a bedroom with a sibling of the opposite sex who is over the age of six.

6.2.3 Adults and children will not be required to share a bedroom except in the case of a child under the age of six who will be expected to share with a single parent.

SOP: Implementation Schedule for Occupancy Standards:

Grandfather all participants who were granted occupancy standards under the old formula at their current voucher size level unless they move. If they move, similar to the implementation schedule for the lower payment standard, the new occupancy standards will apply.

Effective Jan. 1, 2005, apply the new standard to all folks currently on the program who are requesting an increased bedroom size voucher.

Effective Dec. 1, 2004, new occupancy standard applies to all applicants coming on the program.

#### One bedroom Payment Standard

- i. Couple
- ii. One Person
- iii. Two adults
- iv. Adult and one child (Under the age of 6)

#### Two bedroom Payment Standard

- i. Adult and two children (Different genders, one over 8 and one over 6)
- ii. Adult and three children (one under 6 and the others of same gender)
- iii. Head and Co-head adults and one child or two children of same gender.

#### Three bedroom Payment Standard

Adult and three children (all over 6 years)

- i. Two adults (co-heads) and two children of different genders where one is 8 years or older and the younger is at least 6 years.
- ii. One adult and four children
- iii. One adult and five children (one under the age of six)
- iv. Two adults (co-heads) and four children with equal genders

#### Four Bedroom Payment Standard



- i. Two adults and four children, three of one gender and the fourth of the other gender
- ii. Two adults and five children or six children of equal genders
- iii. One adult and five children all over the age of 6 or six children of equal genders
- iv. One adult and seven children with one under the age of 6.

Five Bedroom Payment Standard

- i. Two adults and six children of unequal gender numbers.
- ii. One adult and seven children and all over the age of six.

Accommodation: An extra size voucher will be granted to accommodate a disability only when it is determined that the person can certify the need for a live-in / 24- hour care provider and can identify the person who is the care provider on the paperwork or has a need for extra space for required bulky equipment, e.g., lifts, shower chairs, etc.

**F. Live-in Aides: required documentation: SOP**

- a. Proof of identity: e.g., driver's license, social security card, background certification signed by the aide.
- b. They also need to be identified on the paperwork signed by the applicants and participants as a live-in aide.

**G. Priority offer of Vouchers to Displaced Persons ahead of other applicants on the Waiting List.**

Set aside of vouchers for persons being displaced by the BHR Tumwater development as part of the package of offerings under the Uniform Relocation Act Requirements. As part of the redevelopment of a twenty unit apartment complex in Tumwater to be purchased by BHR and to be substantially reconstructed to make 30 plus studio apartments available to chronically mentally ill homeless individuals, the Housing Authority is committing approximately 15 vouchers for tenants who were in the building at the time of the purchase offer made by BHR and thus eligible for relocation benefits.

BHR has a Relocation Plan in place and Stacy Sanders has indicated that she has been working with David Foster and Kacie Collins to make sure that they are in compliance with their Uniform Relocation Act obligations. Tenants who rented after that time were given notice of the owner that the building would be sold and they would not be eligible for relocation.

The offer of Housing Choice Vouchers is part of the Relocation Plan approved by HUD.

During the Public Process, SafePlace wrote a letter requesting a similar set-aside of vouchers as part of their relocation plan that is being developed in conjunction with the rehabilitation of a recently acquired building which they plan to renovate and expand their shelter capacity. The existing tenants in the structure will be displaced and they have requested vouchers to assist the tenants in their plan for finding affordable replacement housing and to reduce the project costs.

**H. Process for dealing with undated forms.**

To enable staff to perform their duties in a timely manner and to avoid having to send things back and forth through the US Mail or to have clients have to come into the office for simple omissions, the staff will address the lack of a

date next to a signature in an alternate more efficient and cost effective manner.

All forms from tenants/owners/employers, etc. must be dated. If tenant has not dated the form, the date stamp put on the form when it came through the front desk is sufficient. If the form has not been date stamped, the specialist can write on the form the word "Received" with the date and the specialist's initials.

Staff are asked to check that all forms and documentation in the files to be sure they are dated. This is important for the audits.

## **I. Tracking Special Project Vouchers in the System for HUD**

### **Coding Special Project Participants**

ALL Special Project Files need to be coded as per PIH Notice 2004-13 dated 8/5/2004.

Relevant to HATC programs, the following codes need to be added to the 50058 before transmission. Staff need to go into the 50058 before transmission and add the following codes to 2n of the form (at some point, we expect that VH will modify the process so that we can do this in the tenant record):

\***MS5** Mainstream – 5 years- HATC code = VMNS

\***MFDES** - Designated Multifamily Projects – Certain Developments. HATC code = VN

\***PA** – Project Access – HATC code = VAC

## **J. Managing the Waiting List**

Incomplete applications including applications that are unsigned by all adult members of the household will not be receipted but will be returned to the address on the application. If there is no address on the application and no phone number or any way of contacting the person, the application will be discarded. No application will be discarded without the review of a supervisor.

## **K. Interim Recertification Policy (adopted by the Board of Commissioners 11/4/2004)**

Revision to the Administrative Plan:

### **14.2 Interim Reexaminations**

Participants will be required to report all changes in income within ten days and to complete and submit all documentation within 30 days. Excluded from the reporting requirement and from the interim recertification implementation are cost of living adjustments to benefits like social security and veteran's benefits and across-the-board changes in the minimum wage.

The HATC will also do an interim re-certification of income when requested by the family because of a decrease in income or an increase in allowable expenses since the last recertification.

14.4.1 Unless there is a delay in reporting or in the reexamination processing caused by the family, interim re-examinations resulting in an increased tenant rent share will be effective with at least 30 days notice with an effective date that will be approximately 31 to 60 days after the change in income. If the family causes a delay, then the rent

increases will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase. In this case the family will be responsible for repayment of the amount or a retroactive adjustment to the Housing Assistance Payment will be made to the landlord)..

**L. Modify the asset verification to allow staff more time to do third party verification that would make a difference in the PUC. (adopted by Board of Commissioners 11/4/2004)**

Have applicants and participants self-certify the value of their assets on a form that spells out all the possible assets. Require third-party verification of all assets at the time of the eligibility review. At recertifications, require bank statements and other sources for self-certified amounts between \$1,000 and \$4,999. Third-party verify only assets in excess of \$5,000.00. With cumulative assets of less than \$1,000, we would assume no income.

**M. Defining extended absences:**

Defining extended absence as a period over two weeks. Requires the tenant to report to the Housing Authority if the household members will be gone for a longer period. (Changed in 2.3.8 in Administrative Plan).

EXHIBIT 1.

**Limited  
English Proficiency  
Standard Operating Procedure  
Housing Authority of Thurston County**

It shall be the standard operating procedure of the Housing Authority of Thurston County to ensure that persons with Limited English Proficiency (LEP) shall not be discriminated against nor denied meaningful access to and participation in the programs and services provided by the Housing Authority. In order to ensure meaningful access and participation for LEP persons, the Housing Authority shall notify such persons that language services are available to them at no cost and shall take reasonable steps to see that language services are provided according to the provisions of the Housing Authority of Thurston County's LEP Plan as described below.

The LEP Procedures that follow shall apply to all of the Housing Authority of Thurston County's programs, services and facilities, regardless of whether they receive Federal financial support or not.

It is the intent of the Housing Authority, in providing language services to LEP persons, to achieve a balance that ensures meaningful access to programs and services while not incurring undue burdens on Housing Authority resources.

The Housing Authority of Thurston County has designated its **Rental Assistance Program Manager** as its LEP language services manager. This employee shall provide oversight for the implementation of the LEP Plan and Policies, coordinate and facilitate delivery of LEP language services, ensure that staff receive appropriate training on LEP policies and procedures, and direct the ongoing monitoring and periodic assessment of the LEP Plan and Policy's effectiveness.

**Definitions:**

*Limited English Proficiency person.* Any person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English. Such person or persons shall be entitled to language assistance at no cost to themselves with respect to a particular type of service, benefit, or encounter.

*Vital document.* Any document that contains information that is critical for obtaining or maintaining the services or benefits that are supported by Federal funds, or that are required by law. Such documents may include but are not limited to applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notices that require a response from the participant or beneficiary, legal notices, and notices advising LEP persons of the availability of free language services.

Interpretation. The act of listening to spoken words in one language (the source) and orally translating it into another language (the target).

Translation. The replacement of a written text from one language into an equivalent written text in another language. *Note: Some LEP persons cannot read in their own language and back up oral interpretation services may be needed for written documents.*

### **Identification of LEP persons who need language services assistance**

The Housing Authority of Thurston County has used the following methodology to identify the most frequently used languages in Thurston County.

- Data has been obtained from the local office of the Department of Social and Health Services which is representative of the population served by the Housing Authority programs<sup>i</sup>.
- The Housing Authority also has a copy of the contract for language services from the State of Washington that identifies the most frequently encountered language translation and interpretive needs for the population of the state.

On an on-going basis, the Housing Authority will use available data sources to identify and determine the number of LEP persons currently using the Housing Authority's services and the number of LEP persons in the Housing Authority's area of operations who may be eligible for programs and services and the particular languages used by both groups .

1. Experiences with LEP person encounters by staff. In the Rental Assistance Program, as persons with limited English Proficiency identify their first language, the staff will code it in the system. The Staff will let the participants know of the availability of interpretive services.
2. As part of the initial implementation of its LEP Plan and Policy, the Housing Authority of Thurston County shall add a question to the application regarding English proficiency and the first language of the applicant. The Housing Authority will also have its staff and inspectors determine, in their various contacts, instances where the household members have limited English proficiency.
3. The Housing Authority has a sign<sup>ii</sup> posted in the waiting area indicating the availability of interpretive services.
4. "I Speak \_\_\_\_\_" cards in the variety of languages will be placed in the Housing Authority's area of operations. The cards will also be used by staff on a day-to-day basis to determine and document the need for particular language services during routine activities and encounters.

### **Frequency of contact with LEP persons:**

On an on-going basis, in an attempt to keep up with the changing demographics of the

community, the Housing Authority of Thurston County shall also compile information regarding the frequency of contact with LEP persons. The more frequent the contact, the more likely that language services for a specific language group will be needed. Measures necessary for a program that serves a LEP person one time or occasionally will necessarily be different from those that serve LEP persons every day. While less frequent contact suggests a different, less intense solution, some services may still be necessary for times when a LEP person occasionally seeks services.

The Housing Authority of Thurston County shall also provide language services in the conduct of its outreach efforts which are intended to make the general public aware of its programs and services. In this manner LEP persons who are a part of the population in the Housing Authority's area of operations will have an equal opportunity to learn about the Housing Authority's programs and services and to access and participate in them.

#### **Nature and importance of the program or service**

The Housing Authority of Thurston County recognizes that within the range of programs and services it provides, some programs and services are more important than others. While it is the Housing Authority's intent to provide meaningful access to all participants and eligible persons, the availability of resources may limit the provision of language services in some instances. Activities such as outreach, intake, leases, rules of occupancy, legal actions, life and safety notices, and the like have a high priority. Information about and an understanding of these activities should be effectively communicated to all persons affected by them. Other activities such as recreation programs, social activities, optional meetings, and related areas are of a lesser importance and hence a lower priority. The Housing Authority of Thurston County has developed a listing of the major activities related to its programs and services and a matrix showing the relative importance of each. Based upon this analysis, the Housing Authority has determined how language services to LEP persons shall be delivered for each activity.

#### **Types of language services to be provided:**

Persons of Vietnamese and Spanish heritage have been identified as the two largest groups who could be in need of interpretive services. Any additional data collected under research into the various language groups in the Housing Authority's area of operations shall be specific enough to inform staff as to the variety of any other language groups for whom interpretation and translation services are needed. Based upon the number or proportion of LEP persons of various language groups served or encountered in the eligible population, the Housing Authority shall, to the extent feasible, provide language services as indicated.

The Housing Authority shall provide language services, to the extent feasible under the time and cost limitations, to LEP persons by a variety of methods based upon the relative numbers of such persons and the frequency of contacts or anticipated contacts. Reasonable steps shall be taken to accomplish this but at a point at which costs approach or exceed the benefits, alternative methods of delivery of language services will be evaluated and appropriate changes made.

### Matrix of Language Services

No ethnic group in the County reaches the 5% or 1,000 person trigger required for the translation of written documents. However, one of the main tenant information booklets in the Housing Choice Voucher Program is available in Spanish and has been available for program participants. With the upcoming changes expected in the Housing Choice Voucher Program and the possibility that it will be changed to a Flexible Voucher Program with completely new rules and regulations, an evaluation will be made of the need to provide a comparable document in other languages.

Type of Service	Level of Importance	Resources for Interpretation services
Application for Housing Authority Program	Vital	Oral interpretation by Staff member for Spanish. By request for persons in Vietnamese. Family members and friends in other languages.
Consent forms for the Programs	Vital	Oral interpretation by Staff member for Spanish. Will link with other agencies to translate common forms.
Housing Choice Voucher Program Booklet and Briefing session for applicants	Vital	Available written in Spanish. Oral translations are available for Vietnamese upon request.
Leases in its Owned Properties	Vital	HATC will explore having access to leases in various languages.
Notice about termination of benefits	Vital	HATC will have a termination notice and right to a hearing translated for populations that are identified as needing such translation.
Outreach information on the Voucher Program	Vital	The brochure has been available in Spanish and Vietnamese.

### **Procurement of interpretation and translation services for LEP Persons**

The following methods of providing interpretation and translation services shall be considered and used based upon the assessment of need.

1. Contracting with qualified interpreters and translators, either individually or through an organization which provides such persons when accuracy and details are important or critical.
2. Hiring qualified interpreters and translators when accuracy and details are important or critical.
3. Hiring bilingual staff.
4. Networking with other agencies to secure translation of common forms.
5. Using telephone interpreter services for prompt delivery of interpretation services.
6. Using community volunteers when language service needs are less important or informal.
7. Pooling resources and/or standardization of documents and forms.
8. Using family members or friends when language service needs are least important or informal.

The Housing Authority shall explore the most cost effective means of delivering competent language services before limiting services due to resource limitations or concerns. In the process of deciding which services shall be provided, the Housing Authority shall thoroughly document the process used in arriving at the determination of which services are to be provided to which groups. This documentation shall be maintained in Housing Authority records to demonstrate compliance with the LEP Guidance issued by HUD (December 19, 2003).

### **Quality and competency of language services:**

The Housing Authority shall make every reasonable effort to assure that the language services it provides to LEP persons are of the highest quality and that the competency of interpreters and translators is appropriate to the situation.

Interpreters and Translators. To the extent it is possible, the Housing Authority will link into the State of Washington Contract for these services including interpretations for deaf individuals. These contracts have minimum requirements for the competency of the persons performing the services.



### **Documents Used by the Housing Authority**

The Housing Authority has conducted an initial review of its written documents that are generally available to and used by the general public, applicants and residents for the purpose of assessing the importance of those documents to its clientele including LEP persons. This analysis was based upon HUD's "Four Factor Assessment" that is found in the Notice regarding guidance on LEP persons. The four factors are 1) the number or proportion of LEP persons encountered or eligible to be served; 2) the frequency of contact; 3) the nature or importance of the program or activity; and 4) the resources available to the Housing Authority and the costs. Based upon this analysis, a determination has been made that there are not a sufficient number of persons in any language group to require the translations of documents and materials supplied by the Housing Authority.

The further assessment shall result in a determination of which documents shall be classified as "vital," and "non-vital." This analysis of documents shall be applied on an ongoing basis as new documents are created and old ones revised. The analysis shall be reviewed on a periodic basis (not less than yearly) to consider the overall impact to LEP persons.

At a minimum, the Housing Authority of Thurston County shall provide written translation of vital documents for LEP language groups that constitute 5% or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be encountered by the Housing Authority. (In early 2005, no population group in Thurston County served by the Department of Social and Health Services (an over-lapping population group for our rental assistance programs) reached the minimum number requiring the translation of documents. If there are fewer than 50 persons in a language group that meets the 5% level, the Housing Authority will not translate documents but will instead provide a written notice in the appropriate language of the LEP group of the right to receive competent oral interpretation of the written materials free of cost. Translation of vital documents into other languages may be provided orally if and when needed.

The Housing Authority will use the approved list of contractors for the State of Washington or equivalent local certified interpreters to provide the services.

### **Type and frequency of notice to LEP persons:**

The Housing Authority of Thurston County shall provide appropriate notice to LEP persons and language groups of the availability of free language services that ensure meaningful access to programs and services provided by the Housing Authority. Based upon the results of research into the language groups that are encountered in the Housing Authority's area of operations, notices in those appropriate languages informing LEP persons and groups shall be posted in common areas, offices, and anywhere that applications are taken. These notices shall explain how to receive language services.

As notices are developed, they shall be included on or with outreach documents and tagged onto the front of commonly used materials.

A Notice will be posted in the entry area of the Housing Authority's main office in commonly

used languages.

**Training for staff persons:**

The Housing Authority of Thurston County shall at a minimum make its staff fully aware of the LEP Plan and Policies so that they may reinforce its importance and ensure implementation by other staff. Training on the LEP Plan and Policies with levels of detail appropriate to job responsibilities shall be included in new employee training and orientations.

**Monitoring compliance, assessing performance, and revisions**

The Housing Authority of Thurston County shall monitor implementation of the LEP Plan and Policies on an ongoing basis, making revisions to policies and procedures as may be required periodically. The Housing Authority shall also review (not less than annually) the overall effectiveness of its LEP Plan and Policy. This review shall consider information from the following sources and criteria as well as other factors as may be appropriate:

1. Changes in demographics including new language groups and changes in the proportion of existing language groups, types of services, and other needs.
2. Frequency of encounters with LEP persons.
3. Whether existing language services are meeting needs of LEP persons.
4. Availability of new resources including technology.
5. Whether identified sources for assistance are still available and viable.
6. Review of the LEP Plan and Policies with staff.
7. Feedback from the community at large and from minority language groups and persons.

Based upon findings of the periodic review, the Housing Authority shall revise the LEP Plan and Policies to ensure its effectiveness in meeting the access and participation needs of LEP groups and persons. Staff shall document revisions to the LEP Plan and Policies as they are necessary and the reasons therefore.

## Standard PHA Plan PHA Certifications of Compliance

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

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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the **streamlined 5-Year/Annual PHA Plan** for the PHA fiscal year beginning **July 1, 2005**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

- 1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.*
- 2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.*
- 3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.*
- 4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.*
- 5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.*
- 6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.*
- 7. For PHA Plan that includes a policy for site based waiting lists:*
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);*
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;*
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;*
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;*
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).*
- 8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.*
- 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.*



Lloyd (Lew) Lewis  
Commissioners

Chairperson, Board of

Signature

Date

X

March 31, 2005

copy

December 23, 2004

US Department of Housing and Urban Development  
Att: Mr. David Vargas  
Room 4226  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410

Dear Mr. Vargas:

Subject: Correction of Projected Funding for Calendar Year 2005 for Housing Authority of Thurston County Voucher Program WA 049

We have enclosed a page from your fax with some notations. We are very concerned about the calculations of Housing Assistance and Administrative Fee for Calendar Year 2005. With the very limited time that housing authorities have been given to respond, it is next to impossible to get answers to questions about the assumptions made in the computations beyond what has been shared in the letter.

The Housing Authority of Thurston County feels at a distinct disadvantage in responding to the proposed budget for 2005. There are evidently assumptions that have been made, for example in the computation of the administrative fees, that were not shared in the letter and therefore we do not know if they are consistent with our performance during these periods or if someone may have made a mathematical error.

The calculations throughout appear to have been made in error. We are under the assumption, based on the PIH Notice 2005-1, that the data we submitted in the Voucher Management System (VMS) for the months of May, June and July 2004 (which are correct on the upper portion of the calculation sheet) would be used to determine average unit months and average housing assistance in projecting the 2005 budget..

Our Finance Manager recalculated the data sheet provided and the results are as follows:

**Housing Assistance Payments:**

Total HAP for Months of May, June and July 2004	\$ 2,646,199
Average Monthly Total HAP	\$ 882,066
Average UML's	1,892
Average UMA's	1,894
PUC	\$ 466.20
AAF	1.00
Annual HAP Budget (PUC * AAF*UML*12)	\$ 10,584,604
HUD calculation	\$ 9,985,754
Variance (5.7%)	\$ 598,850

**Administrative Fees:**

Administrative Fees that HATC was eligible to receive in 2004 (\$51.15 * 1,894 * 12) : Assumes that HATC could have leased to 100%	\$ 1,162,537
HUD calculation	\$ 1,005,034
Variance (13.5%)	\$ 157,503

What is not factored into the above calculations is the pro-rata increase or decrease as a result of the comparisons of the total budgets for all Housing Authorities to the budget appropriation but that information was not shared and so we have no way of knowing how your figures were determined..

***Housing Assistance Questions:***

We also call your attention to the **expiration of two Moderate Rehab contracts during the 2005 calendar year.** In the first instance a four-unit building will not be eligible for renewal and will need four vouchers. Do you need this information for the computation? In the second instance, the owner would like to renew and we expect to be able to reach an agreeable rent level that will allow us to extent the contract.

There is a Project-Based Contract for Seniors (Olympia Villages) consisting of 48 units. The Owner would like to negotiate a renewal of the contract. At this point, he and HUD have not been able to agree on the terms, and so we are expecting the need for 48 Enhanced Vouchers in May 2005.

If the calculations you provided are correct, we are showing a decrease in our HAP of 5.7% from the reporting period that is already six months old. With the added burden of no AAF to counter the effects of inflation, we begin the year in a deficit. We have made efforts and changed policies to reduce the payment standards but the impact of those changes are not immediate.

***Annual Adjustment Factor Questions:***

What is the relationship between the AAF and the OCAF used for multifamily projects. Most of Washington State came in with an **AAF of 1.0** but the **OCAF for the State published in August 2004 was 1.024.** Why would practically identical programs show such a disparity in their conclusions of the increased costs from one year to the next? With our increasing rents and utility costs in our area, it is difficult to believe that these increased costs associated with housing did not show up in the published AAF.

***Administrative Fee Questions:***

A point in fact: if 2003 UML's are being used, does the computation take into account that early in the fiscal year there was an award of 220 new vouchers that were not fully leased until the end of the year. Did a three month period in 2003 serve as representative for the whole year? How was this number determined? Are we being penalized because the number of units leased in 2003 was lower than those allocated (and for which we had 12 months to get under lease). ***Did the 2004 and the 2005 computation of the fees that HATC were eligible to receive factor in the new allocation of 220 units in January 2003?***

It does not appear from the appropriations that Congress cut the administrative fees drastically beyond the cuts that were imposed last calendar year. Housing Authorities cannot stay whole or continue to subsidize their programs from non-existent local dollars. If it is the intent of this Congress and administration to bankrupt housing authorities, we do believe that you will most certainly succeed if you do not award all the funds allocated in the appropriations act.

Please explain to us how HUD came up with the pro-rata distribution of the administrative fees. We respectfully ask

you to revise the methodology so all the funds are distributed and that new units awarded during calendar year 2003 be factored into the computation for fees based on "the amount PHAs were eligible to receive". It would appear that the total amount HUD is allocating is less than required by the appropriations act. Is it true that the methodology used by HUD would disadvantage PHAs that have leased or will lease all or most of their authorized vouchers, and disproportionately rewards PHAs that have underleased?

It appears that the administrative dollars have not been all allocated and that the administrative fees for future preservation vouchers could be allocated out of the special set-aside in the appropriations bill and do not need to be discounted from the pro-rated formula.

Regarding the administrative fees specifically to HATC, if your calculations stand, we will have a reduction in funds to administer this program of 13.5%. This year's reduction along with the 6% reduction from last year means we get 19.5% less over two years to run a program that requires more time to administer based on changes in the rules.

***Request for Overall Review of Methodologies and that HUD show the assumptions***

It seems that Congress would not have intended that there be such a reduction in the number of vouchers available in the country or ask their Housing Partners who deliver the services to put themselves at financial risk thereby jeopardizing the entire program..

At a time when the Nation is struggling to end homelessness, it would appear that this funding decision will send us significantly backwards. We are sympathetic to the need to get the budget under control. We also realize that this is not an entitlement program and therefore exists at the discretion of Congress and the President.

We anticipate that you will review your methodology in general and specifically double check the computation of our housing assistance. We further request that a realistic allocation be made that will allow us to operate a program that will not significantly decrease the number of families that we can serve nor bankrupt our agency..

Sincerely,

Chris Lowell  
Executive Director

P. S. We would appreciate your changing the e-mail address for distribution of financial data to [TomR@hafc.org](mailto:TomR@hafc.org) and [MaureenH@hafc.org](mailto:MaureenH@hafc.org). We have had to shut down our e-mail account [admin@hafc.org](mailto:admin@hafc.org) since it had a problem that was shutting down our entire server.

copy

March 16, 2005

Dr. Alfred C. Jurison  
US Department of Housing and Urban Development  
451 7<sup>th</sup> St SW  
Washington DC 20410

Dear Dr. Jurison:

This letter is written in response to PIH Notice 2005-9. We are asking for waivers of regulations in order to cut program costs to the reduced level of funding granted to our Housing Authority. Knowing that the proposed level was insufficient to cover our costs, we appealed the preliminary budget allocation but our request for an adequate funding level was denied. In our analysis of the budget after the first two months of the fiscal year, we will be \$500,000 under the bus by December 31, 2005 if we do not take aggressive steps to cut the housing assistance costs.

Before getting into the specifics of our request, we want to summarize the actions that we have taken to reduce costs. Over the past eight months, we have done the following:

1. Reduced the payment standard when the new lower Fair Market rent was published. These changes took effect December 1, 2004 for new and January 1, 2005 for movers. For the one- and two-bedroom payment standards, there is more than \$50.00 difference in the levels of maximum benefit per household. Our Housing Authority was very conservative in the manner in which we set the Payment Standard over the years. We understood that the program was meant to provide the opportunity to participants to live in modest-priced housing. Consequently, when our costs were measured as a point-in-time two years ago, we were already at a very conservative cost-structure and had little leeway to go down. (We believe this to have led to some inequities in the distribution of funding to our program.)
2. Reduced the occupancy standard to expect adults to share bedrooms with children to an older age and siblings of different genders to share to an older age. We have always appropriately reduced the payment standard where a household size has diminished, so there is no further savings for us in this suggestion.
3. Tightened the exception criteria for extra bedrooms to accommodate persons with disabilities.
4. Requested landlords to forego rent increases when possible.
5. We have always taken the reasonable rent requirement seriously, but have continued to monitor the rental market and to question, challenge, deny or negotiate where rents appear to be higher than comparable units on the market.
6. Instituted interim reporting requirements for households whose incomes increase after the annual recertification. Although in the past we have determined that such action is not administratively cost-effective, we have nonetheless taken this measure so as to distribute the burden more equitably.
7. Reduced the number of vouchers under lease below our baseline.
8. Suspended the issuance of any vouchers beyond a small number needed in two community projects requiring assistance with relocation. (This will amount to no more than 20 vouchers and likely less).
9. Implemented restrictions on the right to port vouchers out of the community to higher cost areas that are not willing to absorb the vouchers.



10. Strict third-party verification of income. HATC has had a second RIM review which demonstrated that the HA has significantly improved upon, already-excellent verification practices. To improve further upon our systems, we have entered into a contract with the Washington State Employment Security Department to share employment and unemployment records of all adult members of the households on the program.
11. We have recently had a Quality Assurance review and although we have not received the written review yet, the Reviewer in the exit interview shared that she was able to document accurate reporting in the VMS and that our systems were in excellent shape.

Despite our good faith efforts, in our monitoring of the program for the first full two months of the calendar year, the program costs have increased. In a cursory review, it appears that several factors beyond the control of the program are at work:

1. Decreases in income of the households whose primary source of income is work or child support and this not being balanced by the households on fixed incomes who have cost of living increases.
2. The increasing rents – the program depends on the good will of private-sector landlords who are our partners in this program. Although we often talk to owners about maintaining or reducing rent, it is our belief that the program cannot deny a rent increase where the proposed rent is reasonable. Landlords are increasing their rents to cover their increases in taxes, insurance and utilities.
3. The regulatory requirements in terms of the phase-in of reduced payment standards has been a barrier in realizing more timely effects to the budget.

With a projected over-expenditure of \$500,000 by the end of the calendar year, this Housing Authority is left with no alternative but to request regulatory waivers as follows:

1. **Waive the waiting period for the implementation of the lower Payment Standard** and allow us to accelerate the cost-savings that can be anticipated if we do not have to wait until January 2006 for stayers.
2. **Allow the Housing Authority to reduce the Payment Standard even lower than statutorily allowed** if the adopted standard does not generate sufficient savings to bring costs within the budget limitations.

The adopted lower payment standard does not take effect for stayers until January 1, 2006. Even with anticipated turnover and the cessation of issuing new vouchers, with the increasing rent levels, the average housing assistance payment will not significantly decrease before January 2006 under the current scenario. Thus far, we have taken careful and judicious steps to not disproportionately impact the elderly and individuals with disabilities. But these households would be more impacted by running out of funds in November. Over 40% of our households have an elderly or disabled member. It is impossible to attain the cost-savings needed in the program without including them in the burden to absorb the cuts.

In order to achieve the savings needed in the program during the final six months of the program year, we need to cut housing assistance benefits by \$50.00 per month per household. Vulnerable populations will be affected but the alternatives are more dramatic.

3. **To waive the regulation requiring the HA to implement higher utility allowances.** (which is required under the current regulations). Implementing the higher allowances (substantiated by a recent survey of costs) will raise gross rents and average housing assistance payments which is the opposite direction of where the program has to go.

4. **Permit the implementation of a studio payment standard for one-person households even though it may disproportionately impact elderly and persons with disabilities.** We have thus far decided that this action will be a last resort .

Not covered in your examples, we would like a concurrence from HUD that will allow the Housing Authority to reduce the budget deficit and prevent the cancellation of any existing contracts because of the insufficient funding, which amounts to a shortfall of 5% of needed funds to operate the program without terminations of one half of the contracts for one month.

1. Reduce the housing assistance across the board for every participant by \$50.00 per month for the last six months of the calendar year, which will give us the savings needed to bring the costs within budget. Or,
2. Cut the housing assistance by 50% for one month with warning to the landlord and tenant that the tenant is responsible for payment of the reduced amount. (Less savings than the previous example but spread more proportionately).
3. Cut the housing assistance up to \$300.00 for one month and thus pass on the responsibility to the tenant to pay that extra amount for one month.

We believe we are operating an excellent program and have been very conscientious in order to stay within budget. However, the funding levels being granted to this program are causing great hardship for “the least among us” and we sincerely hope that HUD and Congress will act to change the funding levels to the point that is needed to attain the President’s goals to reduce homelessness in ten years (I think we have eight left). With the current methodology for funding, this very effective public-private partnership program is on a downward spiral in the funding level and the number of households who can be served.

We would appreciate your sending approval of these waiver requests as quickly as possible. In the meantime, we will put the proposed changes before our Board of Commissioners for action at the March meeting, conditional upon receiving approval from HUD. In order to give participants a fair warning, we want to send letters out as soon as possible. If you have any questions about our request, please call Maureen Hill at Extension 44 or Tom Rawson at extension 18.

Sincerely,

Chris Lowell  
Executive Director

**Exhibit No. 1**

**Housing Authority of Thurston County Language Services Questionnaire**

The Housing Authority of Thurston County wishes to determine the number of households that may be in need of language services (interpretation & translation) for persons who have limited proficiency in English. We request your help in making that determination. Please answer the questions below and return this questionnaire to us with your annual recertification paperwork.

1. What is the **primary** language used in your household?  
 English  
 Spanish  
 Vietnamese  
 Cambodian  
 \_\_\_\_\_
  
1. What languages are spoken in your household?  
 English  
 Spanish  
 Vietnamese  
 Cambodian  
 \_\_\_\_\_
  
1. Does at least one **adult** (a person 18 years of age or older) member of your household speak English?  
\_\_\_\_ Yes  
\_\_\_\_ No
  
2. Does at least one **adult** (a person 18 years of age or older) member of your household read and write English?  
\_\_\_\_ Yes  
\_\_\_\_ No
  
3. Do you have a relative or friend who is willing to help translate for you and who you trust to work in your best interest?  
\_\_\_\_ Yes  
\_\_\_\_ No
  
4. What is your current status with the Housing Authority?  
\_\_\_\_ Applicant  
\_\_\_\_ Participant

Your name and address are optional. If you provide your name and address, we will place this survey in your file and will use it to provide language services that you may need in accordance with our Limited English Proficiency Plan and Policies.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone Number \_\_\_\_\_

Si usted no puede leer este aviso en ingles, por favor entre en contacto con Housing Authority para hacerla traducir para usted

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<sup>i</sup> In a report of September 3, 2004 from the local office of DSHS, English native speakers represent 94.9% of the total caseload of the local office. The next largest population group are persons of Spanish heritage (2.7%) and Vietnamese (1.4%). The report represents the primary language of this population but does not indicate if there are any adult or near adult fluent English speakers in the households.

<sup>ii</sup> Persons requiring assistance with interpretation or translation of English into a language that they understand, at no cost to themselves, should contact Melissa Johnson at 360753-8292 ext 28. Dated this 30<sup>th</sup> day of August 2004.”

If you cannot read this notice in English, please contact the Housing Authority to have it translated for you.

Si usted no puede leer este aviso en ingles, por favor entre en contacto con Housing Authority para hacerla traducir para usted.



## **Participant Advisory Committee Meeting Minutes January 6, 2005**

**Maureen Hill** started the meeting with introductions.

**Attendees:** See attached Sign-In Sheet

**James Gutierrez** briefed the Committee on the FSS and the Homebuyer Program.

**Maureen** gave the Performance Report on meeting the goals of the last five year plan. Adding a Standard Operating Procedures Manual for staff guidance in operating the Rental Assistance Programs is in progress. The procedures are filed with the related chapter of the Administrative Plan. The Administrative Plan is broken out into Chapters which are still being updated to remove the procedural items and make it relate solely to policy decisions.

HATC adopted the Administrative Plan for the Voucher Homeownership Program in the last program year. We have also secured funding for a second loan program called Welcome Home. During the last and current fiscal years, FSS, IDA and other voucher-program participants have been in pre-purchase training. Five families purchased homes during calendar year 2004 to-date but all were able to access other resources to get down payment assistance and first-time home-buyer loans. None of them remained on the Homeownership Voucher Program. The Family Self-Sufficiency Staff have worked on the documents for the program including the Promissory Note that will encumber the property and allow the Assistance to be repaid to a revolving fund through the voucher assistance.

About 39 households were transitioned to the Voucher Program from the HOME Program in February 2004. During the latter part of calendar year 2004 and early 2005, we are transitioning some additional households who have been assisted by the HOME TBRA program.

During the first eleven months of the HOME Consortium's program, 169 new households were assisted for varying amounts of time. Reference is made to the CAPER for more information on this program. The Community also tied services through the Regional Support Network and the McKinney Homeless funding to provide services to the participants in the program.

The Housing Authority continues to operate the IDA Program. There have been 63 participants in the program since its inception. Of this number: 39 are active, 34 Completed Financial Literacy training, 16 Completed their asset training, 5 Purchased their asset: Business, education or homeownership = \$39,853.24 in savings, interest and match.

With the budget limitations the Housing Authority maintained its Payment Standard until November 2004. With the increasing Per Unit Cost (PUC), the limitations on the budget and the new, lower Fair Market Rents, the Payment Standards were lowered for the studio, one, two and three bedroom units. With the new proposed, still lower 2005 projected funding budget from HUD, it may be necessary to reduce the standards still further. There is no way that the level of funding will support the full baseline number of units. During the last part of the calendar year 2004, the Housing Authority was under-leased in unit months but had expended its entire budget authority. With the uncertainties and significant changes to the voucher program to a budget-based funding, it appears that most housing authorities will not be able to lease to their baseline number of units and therefore will have to serve fewer families under the program.

Households are taken from the waiting list in accordance with the preference policy adopted in the administrative plan and statutory requirements that at least 75% of the households we serve have incomes at or below 30% of median. The bedroom size does not come into play.

Households are helped on a first-come first-served basis except for targeted allocations (e.g., welfare to work and vouchers for single non-elderly individuals with disabilities, Project Access, Medicaid Waiver vouchers, Family Unification Program vouchers) and special local preferences provided for in the administrative plan. These preferences include 8 vouchers for Persons with HIV/AIDS, families and individuals transitioning from the transitional assistance under the HOME Tenant Based Rental Assistance Program, as well as the targeted vouchers: Project Access Vouchers for Persons who are transitioning out of nursing homes under the Medicaid Waiver Program and other individuals who can avoid nursing home placement through the provision of a voucher and services under the Medicaid Waiver Program. 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 Pilot project with families coming from HOME tenant-based program (see above) and for the Project Access and Medicaid Waiver eligible individuals to avoid Nursing Home placement. As families terminate from the Vouchers in Partnership to Success vouchers, the vouchers are returned to the pool of vouchers.

We do not have areas of concentrations. Our leased units are scattered throughout the community. Very few individuals were unable to use their voucher because of the lack of units in the County. We have published Owner Bulletins in attempts to get feedback from landlords and had a Landlord meeting in 2004 as part of the Five-Year Planning

Process. We have made a presentation on the voucher program to a group of Property Managers in a Multi-family Crime Prevention Program.

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.

The Housing Authority played an active role in the HOME Consortium Planning Process. The HOME program began its second year of operation on September 1, 2004. 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.

There were no new vouchers available beyond a few hundred Mainstream Vouchers for which HATC was not eligible to apply. There are no new allocations expected anytime in the near future. The expectation is for one reduction after another because of the increasing federal deficit. HATC is struggling to get adequate funding to operate their current program for the baseline allocation of units (1,894).

There was a lot of opposition among industry groups to the Flexible Voucher Program (FVP), knowing that such a "Block Grant" approach would inevitably mean less funding in the future. Well the "less funding" is here and we have to deal with it without the benefit of flexible rules. The FVP program has been brought in through the back-door but with all the rules and regulations still in effect. In reality, it is expected that the Housing Industry will cry uncle and give in to the inevitable Flexible Voucher. Some limited information on this PROPOSED program is available at the HUD website at [www.hud.gov](http://www.hud.gov).

The Housing Authority has contracted with non-profit housing providers under the Project Based voucher program. See below. The Housing Authority purchased eight units as Transitional Housing for families.

The Housing Authority signed one additional contract during the current fiscal year with Homes First! There will be 6 units eventually under contract in the development consisting of two tri-plex buildings. As of September 1, 2004 we had contracts for 107 units with two of this number being phased in over time. Two of the last group of six units will be phased in over time. In one case a tenant has elected not to participate and in the other, the occupant is under a tenant-based voucher.

Thurston County is a HOME Entitlement Jurisdiction as of September 1, 2003. This has brought additional HOME Tenant Based Rental Assistance dollars to the community allowing us to help more special needs populations in this transitional housing program.



At the end of August 2004, we had completed a full year of assistance to homeless and special needs populations using this funding source.

In the Fiscal Year ending June 2004, 81 % of the households served under the Voucher Program had incomes at-or-below 30% Area Median.

There were no special purpose vouchers for elderly available and we do not anticipate additional units of housing in the near future. We will try to maintain what we have. If the Olympia Villages complex is not able to negotiate a continuation of their contract with HUD, we expect to get 48 enhanced vouchers to avoid displacement of the existing tenants and to provide a continuing level of support in the community that these project-based units currently provide.

Before we had the opportunity to expand on targeting vouchers for persons over 62 coming out of Nursing Homes on the Access Mode we were forced to cut back on our issuance of vouchers. Those over 62 years are not eligible for the official Project Access. Project Access has continued under King County Housing Authority so we did not have to implement the goal of setting vouchers aside.

HATC has applied for re-funding of two FSS staff positions to work with our Family Self Sufficiency participants.

Actions to be considered a substantial deviation from the 5-year plan were discussed with the Committee.

Staff discussed ideas for cost savings measures were discussed with the Committee.

Proposed changes to the Project Based Voucher Program were presented. The Committee concurred with the proposed changes.

Meeting adjourned.