

# **PHA Plans**

## **Streamlined 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 for certain types of 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 Annual PHA Plan**

## **for Fiscal Year: 2006-2007**

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

**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.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** Housing Authority of Thurston County  
**PHA Number:** WA049

**PHA Fiscal Year Beginning:** July 1, 2006

**PHA Programs Administered:**

**Public Housing and Section 8**       **Section 8 Only**       **Public Housing Only**  
Number of public housing units:      Number of S8 units:      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:				

**PHA Plan Contact Information:**

Name: Maureen Hill      Phone: (360)753-8292  
TDD: (360) 754-2933      Email (if available):  
Maureenh@hatc.org

**Public Access to Information**

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

PHA's main administrative office       PHA's development management offices

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

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.       Yes       No.

If yes, select all that apply:

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

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

Main business office of the PHA  
Other (list below)

PHA development management offices

**Streamlined Annual PHA Plan**  
**Fiscal Year 2007**  
[24 CFR Part 903.12(c)]

**Table of Contents**  
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

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

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

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

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

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? **NO** If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year? **None**

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

## **2. Capital Improvement Needs N/A**

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

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

### **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

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

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s): NA

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name(s) below:

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

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

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

(if applicable) [24 CFR Part 903.12(c), 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: The Homeownership Program provides counseling and assistance to voucher participants in becoming homeowners. This involves one-on-one sessions with a HUD certified housing counselor through the Washington State Housing Finance Commission. The Family Self-Sufficiency Coordinator provides housing search assistance and down payment assistance through the Housing Authority's Welcome Home Downpayment Assistance Program and /or the American Dream Down Payment Assistance Program. The Homeownership Voucher Program is a two-mortgage model where the zero percent second mortgage is paid by the voucher assistance or deferred until the house is sold. The program will also be providing post-purchase counseling to help families be successful homeowners.

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(1) The Housing Authority has applied for another round of down-payment assistance funds to make the program possible. (2) The Housing Authority contracts with a Housing Counseling Agency to provide in-depth one-on-one pre-purchase counseling to prepare participants for the homeownership program. (3) The Family Self-Sufficiency Coordinator works with the families in locating suitable units and in helping to package the financing. (4) The Rental Assistance and FSS staffs regularly speak to voucher participants about the program to recruit viable candidates.

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):

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.

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.

Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

✓ Homeownership Counseling provided by Family Finance Resource Center

Demonstrating that it has other relevant experience (list experience below):

✓ FSS Counselor has real estate license.

✓ The Housing Authority has assisted families in becoming homeowners through the counseling and providing downpayment assistance through a second loan, that in some cases is being repaid with the Homeownership voucher. In other cases, the loan becomes a lien on the property at zero percent interest and will be repaid at sale.

✓ The program has also tied into the American Dream Downpayment Assistance Program which has helped a few families on the voucher program move to homeownership.



- ✓ The majority of the families who have moved to homeownership to date graduate from the voucher program.

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1.  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:)

- ✓ Leads to partnerships with non-profit housing developers provides for the long-term financial stability of their housing developments.
- ✓ Leads to the preservation of housing stock available to voucher families.

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

- ✓ County-wide eligibility.
- ✓ Currently, there are 117 units under contract.

#### **5. 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) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

- ✓ Provided by Thurston County and the City of Olympia

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists 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)
  - ✓ Increasing the availability of housing units and support services to homeless families and special needs families through the Project Based Voucher Program.
  - ✓ Created a Washington Families Fund Program that links service dollars with 10 project based units.
- Other: (list below)
  - ✓ Operation of a HOME Tenant Based Rental Assistance Program for transitional assistance for homeless individuals and families.
  - ✓ Technical support to non-profit developers in the creation of new housing units.

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

- ✓ Funding of the HOME Tenant Based Rental Assistance Program through HOME and HB 2060 funding.

## **6. Supporting Documents Available for Review for Streamlined 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	<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>	5 Year and Annual Plans
x	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
x	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual 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
	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
	Deconcentration Income Analysis	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
	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	Annual Plan: Management and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	other applicable assessment).	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
	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
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	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
	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.	Annual Plan: 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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : 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 Annual PHA Plan for Consortia: Agency Identification and Annual

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary N/A</b>					
PHA Name:		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages – N/A</b>								
PHA Name:			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

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

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	



**Capital Fund Program Five-Year Action Plan**

**Part I: Summary**                      **N/A**

PHA Name						<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5	
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	
	Annual Statement					
CFP Funds Listed for 5-year planning						
Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

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

			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$

## **Issues Being Worked on for this Year's Plan**

### 1. Project Based Housing Voucher Program:

HUD has recently published the final rule on this program. The new rules make it necessary for HATC to update the policies and procedures, the application and selection process for the program.

Operating principles that we are looking at for the program:

- Comply with HUD requirements for an open and competitive process
- Determine how to give priority to projects that have been selected in another competitive process at the State, Federal or local levels within the previous three years; need to define what qualifies as a competitive process that was not influenced by the promise of project-based vouchers: should HATC have quarterly or semi-annual deadlines to receive applications and rate and rank according to the selection process; In the scenario, may want to establish a minimum number of points in the scoring in order to be an approvable project.
- Review the selection process to assure compliance with the final rule
- Review the NAHRO model administrative policies to assist with revising the HATC policies and procedures in accordance with the final rule.
- Determine for exception projects (assisting projects with support services who want assistance for more than 25% of units in a multi-family project). What types of services need to be provided in order to qualify for exceptions to the 25% limit.
- In the cases of the exception projects, HATC needs to establish a process for monitoring the delivering of services to the families; what is the form and frequency of the monitoring? - require a quarterly report on the family without violating confidentiality;
- In the exception projects, HATC needs to establish a policy about determining that a family is not in compliance with its supportive services agreement without good cause and therefore should be terminated from tenancy; (give the person hearing rights before being terminated in addition to eviction process; )
- In the cases of exception units, need to add to the Statement of Family Obligations the family's need to comply with their supportive services agreement;
- Continue to focus the program on a partnership with non-profit housing developers where the project needs a deep subsidy to be self-sustaining and to be able to serve the lowest income individuals.
- Continue to partner with housing and services providers who have units that provide case management services to special needs populations;
- Determine how to do a subsidy-layering analysis in a timely manner to get HUD approval of the project rents.
- Determine if the Housing Authority wants to do new construction, rehab as well as existing housing units. Existing housing units need to be completed and ready for occupancy at the time of proposal selection.

- Determine the amount of budget authority that can be set aside for these projects, given that the 20% is now a fraction of the budget instead of the total number of baseline units.
- Add requirement for an environmental review to the selection process – only exception is if the project was approved under another HUD program and the same entity conducted the final review on the original project and it is not required to be re-evaluated under 24 CFR 58.47
- Confirm that existing process is in compliance with the site selection requirements of the new rule.
- HATC-owned unit proposal that gets selected must be reviewed by HUD or a HUD-approved entity.
- Determine the amount of time for each contract up to 10 years and renewable up to an additional five years.
- Determine if the HQS should be done on all the units in a project or on a percent of the units annually.
- Set the rent determination and re-determination policies.
- Need to make the tenant-selection process more clearly in compliance with the final rule: the rule allows preference to families or individuals who require the services being offered by a particular project; it appears to allow applicants to self-identify that they would benefit from the services; the project needs to be open to all eligible persons with disabilities who may benefit from the services offered.
- Need to revise the voucher pre-application to spell out the services being provided at each project so that applicants can choose units that more accurately reflect the services they may benefit from.
- Idea in revising the application to group the waiting list for the project based, SRO and Mod Rehab Projects.

*Proposed changes to the Pre-application for the Rental Assistance Programs:*

Add language to the pre-app: “You will be added to additional waiting lists if you are interested in units that have assistance attached to the unit. In some projects marked with an asterisk, tenants are eligible for a priority in being issued a tenant-based voucher after one year”.

Rental assisted housing units without services:

- Homes First apartments, duplexes and homes\*
- Evergreen Vista Apartments\*
- Prairie Run Apartments \*
- Martin Terrace Apartments

Elderly Housing (62 and over)

- Krislen Apartments\*

Special Needs Housing: each has special requirements in addition to income qualifications, preference is given to those who require the types of case management offered in a particular project

Housing with mental health case management services

- B and B Apartments\*
- Tumwater Cove Apartments\*

Housing with services for persons with developmental disabilities

- Krislen Apartments\*
- Homes First Intensive Tenant Support Housing\*

Housing for single individuals who are homeless

- Fleetwood Apartments

Housing with Transitional Supportive Services for Youth

- Community Youth Services project \*

Also need to add to the voucher pre-application a reference to availability of interpretive services to individuals for whom English is not their first language.

## 2. Administrative Plan:

The Rental Assistance Staff is planning a twice-monthly in-depth training on the policies in the Administrative Plan and the Standard Operating Procedures being used to implement the Plan. This will be happening at regular staff meetings and will involve editing materials to be more user-friendly as we go along. This process is starting in December 2005. With a number of different teams working with the rules and regulations, it is important that all staff members are interpreting the rules consistently. We expect as we go through this exercise, we will come up with recommendations for clarification or changes.

## 3. Interim Reporting Requirements.

Revisit the implementation of requirements for interim reporting of increases in income: in November 2004, the HATC Board implemented a change in policy to require participants to report increases in income within ten days of the change. The reporting requirement has resulted in many families failing to report changes in a timely manner and having to repay the agency thousands of dollars.

Pro the Interim reporting requirement: Households who have the ability to pay should pay so that additional people can be served from the waiting list and so that benefits do

not have to be decreased for other households. Ten families paying \$200.00 per month in rent would result in a \$1.00 per month for every other household.

It is difficult to isolate the impact of the interim reporting requirement on the average HAP expenditures. At the same time HATC implemented the interim reporting requirements, we also changed the PS for some individuals and six months later changed the payment standard for all households.

It will be too confusing for participants if we keep changing the process. Change was implemented in January 2005. It has been a painful process in educating folks that they need to report and it will be very confusing if we change it back again and decide later that we need to funds to balance the budget and implementing an interim reporting process is more fair because it assesses a fair share of the burden on those whose incomes will support the decrease in assistance.

Against: the process for verifying and implementing the change is staff-time intensive, especially the computation of the overpayment and the process to implement a plan for recovery of the excess housing assistance paid out.

Some families have had a significant impact by having to repay thousands of dollars in overpayments.

#### 4. Occupancy Standards

Take a look at the standards to make sure that we are implementing them consistently.

Clarify the language about exceptions for persons with disabilities who need live-in aides. Current procedures require that a person have a *named 24-hour care-provider*. Based on a case recently, we need to rethink the strictness of this interpretation and to look at a request on an individual basis and see the relationship between an aide and the disability. In general, if the person appears to need a live-in aide for a substantial number of nights during the course of the year and the person is not able to reliably have a relative or friend stay over if there is not a separate bedroom; an exception may be granted on a special exception basis. (Reasonable accommodation can take into consideration that if the person had a full-time live-in provider, the cost to the Medicaid or some other program might be substantial and therefore the request may be reasonable given all the other circumstances of the case).

Consideration for an extra bedroom can be considered where mental health or medical personnel support the request that a child needs a separate bedroom either for his /her benefit or for the benefit of the other siblings in the household.

## 5. Policies to be developed to implement the Enterprise Income Verification Process

HATC staff now has access to highly confidential wage and social security information from HUD. There are lots of security safe guards imposed on the users and limitations on the sharing of the information, in some cases, with other adult members of the household. HATC will be developing policies and procedures for the use of this data. This data will replace the present system for securing Social Security data. It will help third-party verify wages and unemployment benefits and save households and staff of having to send verification forms to employers. The system does not have Child Support, VA or other types of non-wage income verifications.

The information is also not likely to be totally up-to-date as we certify the family's benefits. HUD has published some guidelines as to how it should be used. We need to work with these and to establish procedures as to how workers will use the data compared to other sources.

## 6. Budget Review:

As soon as the 2006 funding allocation is awarded, HATC staff needs to determine if HATC needs to ask for special consideration for additional funding. Staff also needs to determine if the Payment Standards in some or all bedroom sizes need to be increased based on an analysis of rent levels and the increased utility allowances. All this needs to be evaluated based on the level of funding. If there is conflicting need, e.g., need for increased payment standard versus the goal of maximizing the number of families assisted on the program, the staff will make a recommendation to the Board based on the analysis of the data. Community input on this issue is critical. The prospective of participants and applicants will be taken into consideration as the policy is being formulated.



## ***Performance for Fiscal Year through November 30, 2005 Progress in Meeting Goals and Objectives of the Five-Year Plan***

### **Introduction- performance to date.**

It's always difficult to determine what time period we are covering. This plan is meant to project our plans for the period beginning in July 2006. And this report is to cover the period ending June 2006, but we less than half way into that time frame. Part of this performance section therefore will cover things that have happened since last we had a plan go before the public in February 2005 and part a projection of plans still in the works.

In Spring 2005, we wrote that the previous year had been the most challenging to date (2003-2004). That was before the full impact of the reduction in funding had hit. During the last part of last fiscal year we struggled with dealing with the reduction in funding, analyzed the expenditures and commitments made to families and grueling analysis, the Voucher Program's payment standard was reduced to cut the rate of expenditures and be solvent at the end of the 2005 calendar year. We have accomplished that task by reducing benefits to about 75% of the families on the program effective July 2005.

During the month of May, 2005 staff transitioned voucher assistance to 48 elderly households living at Olympia Villages, a HUD-subsidized contract that the owner and HUD were unable to come to agreeable terms on an extension.

During the year, we also worked with the conversion of one-four unit Moderate Rehabilitation program to voucher-based assistance for the tenants. We also renegotiated an extension of another expiring Moderate Rehabilitation contract of 28 units, which was renewed for one year effective December 1, 2005.

With the successful Washington Families Fund proposal to the State and the receipt of transitional support services funding for ten families, HATC set aside ten vouchers for project-based assistance at Falls Pointe in Tumwater. This project will link permanent housing with support services and the family self-sufficiency program for formerly homeless families with children.

Starting in October 2004, we converted to an integrated software package to manage our rental assistance programs. As of October 2005, we are learning more of its capacities and shortcomings and working within those parameters to maximize its use.

### **Planning for the current year into the next fiscal year covered by this Plan:**

Planning for 2006-2007 is beginning just as Congress passed the budget and HUD moves to translate the appropriation to individual housing authorities. As of November 30, 2005, there was still a possibility that Congress will impose an across-the-board cut in all appropriations. HATC is hopeful that the budget will increase so that we can increase the Payment Standard where needed and to be able to assist closer to our baseline number of vouchers, namely, 1,946 households. Due to budget shortfalls in 2005, we were at approximately 94% of the number of vouchers originally allocated.

Utility costs have increased, rents are increasing and the program needs to keep up with these increases in order to make housing affordable to the households we are serving. As of December 1, 2005, we are analyzing rental costs for program participants and the percentage of

4/12 2006

income generally being paid out-of-pocket with the current payment standard and the projected increased utility costs. Once we have received information from HUD on our 2006 budget, staff will determine the viability of increasing the Payment Standard and the number of households the program will continue to be able to serve.

## **Performance on HATC Goals in the Five Year Plan**

### **Expand the supply of assisted housing.**

#### **Leverage private or other public funds to create additional housing opportunities:**

Will be working on the selection process for the project-based housing voucher program to prioritize projects which will create a partnership with non-profit housing providers to help stabilize their projects and to support efforts to meet the needs of special populations and to facilitate the creation of housing solutions to meet the goal of reducing homelessness in the next ten years.

#### **Acquire or build units or developments**

No additional opportunities have been available this past year.

### **Improve the quality of assisted housing**

#### **Improve voucher management: SEMAP scores:**

We have been getting high scores in our self-certification of the SEMAP reflecting our management of the voucher program. We continue to monitor our performance on all the SEMAP factors in maintaining the quality of our program.

#### **Increase customer satisfaction**

We place importance on customer satisfaction and try to have staff available for folks as they come to the office and to return phone calls in a timely manner.

#### **Decrease the vacancy time for project-based units:**

During this past year we have improved our process for reaching applicants for the project-based units in order to minimize vacancies in the properties. The new data-base system is enabling staff to correspond more efficiently with applicants in the order of their position on the project waiting lists.

#### **Manage the voucher budget to provide assistance to the maximum number of households possible.**

With the reduced amount of funding in Calendar year 2005, HATC was forced in the second half of the calendar year to reduce the number of households that could be served and to reduce the benefits by implementing a reduced Payment Standard as of July 1, 2005. By Fall 2005, we had recovered the losses from the first part of the year and as of November 2005 have begun to issue vouchers and to assist new applicants from the waiting list. As we await the announcement of the

2006 budget amount, HATC staff are preparing to analyze the need to adjust the payment standard upward to compensate for the increase in the utility costs. Increasing the Payment Standard will have an impact on the number of families that can be served.

HUD's evaluation of performance has moved away from a look at the leasing rate and instead is looking at the rate at which the budget is expended.

**Provide replacement vouchers by applying for expiring moderate rehabilitation contracts:**

During the year, HATC applied for and received 48 enhanced housing vouchers to replace the subsidies at Olympia Villages and staff successfully assisted the tenants with the transfer to the voucher program as of May 1, 2005. This was an opportunity that presented itself when the owner and HUD could not successfully negotiate a continuation of the contract.

With the expiration of the Uhler Apartment subsidy after 15 years, four new vouchers were provided to HATC to provide continuing assistance to the four tenants in occupancy in the building.

HATC renegotiated the expiring contract for the Martin Terrace Apartments and as of December 1, 2005, HUD has provided the subsidies to continue assistance at the project for the 28 units in the first phase of the project.

**Manage the voucher budget to provide assistance to the maximum number of households possible.**

Every effort is being made to operate the housing voucher program within the budget and to issue as many vouchers as possible while making each voucher of sufficient value to make the housing affordable to participating households. Once the funding amount 2006 has been determined, HATC will be able to analyze the budget to determine the number of vouchers that will be supported under the amount of funds available. In the meantime, HATC staff will be evaluating the units under lease, the new utility allowance schedule and the comparison between the anticipated gross rent for units and the percentage of income being paid by participants under lease. We will also be looking at the recent requests for tenancy approvals to determine if households are unable to lease units because of the 40% rule.

**Increase assisted housing choices:**

**Conduct outreach efforts to potential voucher landlords.**

The Olympic Rental Association (ORA) sponsored a mailing asking for landlords to list vacancies for Katrina evacuees. HATC also sought the participation of the ORA in the meetings of community groups in responding to FEMA's request that Washington State prepare for the possible transfer of evacuees to the State. This effort became known as Operation Evergreen.

HATC staff regularly work with new landlords willing to rent to program applicants.

*Implement voucher homeownership program and other homeownership programs:*

HATC adopted the Administrative Plan for the Voucher Homeownership Program. Five voucher families were able to purchase homes thus far this year. We expect that five additional families will close on homes before the end of the fiscal year. One hundred fifteen (115) families have received housing counseling in the first-time homebuyer program since the program's inception.

In addition, the Community Services Staff are assisting households under the American Dream Downpayment Initiative program. Three loans have been closed and four home purchases are in process.

A staff member has obtained his Real Estate License enabling him to make his services available to provide the extra level of assistance needed by many of the participants in purchasing their homes. They, of course, are advised that they have a choice in selecting a real estate agent. Their benefits do not hinge on using his services.

*Work with the HOME Consortium to maintain a TBRA Program for homeless and at-risk households.*

The Thurston County HOME Consortium approved \$471,000 for the second year in a row. Between August 2004 and August 2005, 153 households were served under the program. Of this number 75 were newly assisted households in the contract year. Beginning in the Fall 2005, case managements services were added from Bread and Roses Advocacy Center and the Family Support Center.

**Improve community quality of life and economic vitality and promote self-sufficiency and asset development of families and individuals.**

*Maintain voucher self-sufficiency and homeownership programs as funding is available.*

HATC successfully secured funding for staff to continue to operate the program through January 2007.

According to the Strategic Plan report, 157 households were serve in FY 2005. There are currently 131 households under contract. During FY 2005 there were 10 graduates, three of whom became homeowners. In addition two graduates have homes under contract and three additional graduates are working under the homeownership program.

The Individual Development Account (IDA) program has ended. Several candidates have until the end of the year to spend their match accounts. Under this program, 8 households purchased homes (some overlap with the FSS program) and 5 businesses were started and one person used their funds for schooling.

## Ensure Equal Opportunity in Housing for all Americans

*Undertake affirmative measures to ensure access to assisted housing and provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.*

The waiting list is open to all. The application is posted on the website and all groups in town are aware of the process for making application to the various assisted housing programs. We are confident that the waiting list reflects the population of the county. During the remainder of the year, we will look at our waiting list and the population of participants to determine that they are indeed representative of the County. We are working on our Limited English Proficiency program to make sure that we have the appropriate communication resources available to meet the needs of this population. We will be adding the survey form to the Annual Recertification packet so as to collect data on the limited English speaking population served by the community. The Asian population is aging and the next generation is generally proficient in English and assists the older generation. There appear to be an increasing number of Spanish-speakers in the community and HATC has staff in our Community Services office and one of our Property Managers who are bi-lingual. They are not represented in large numbers in our participants yet for two reasons: the waiting list is so long and many of the households are not documented. Consequently, they are seen by our Community Services Staff and our Transitional Housing program where there is no limitation on being able to help families with undocumented adults.

*Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required*

The waiting list is managed by date and time of application and is not limited. However, 500 vouchers are special-needs vouchers limited to assisting households with one or more adults with disabilities. In this case, the household needs to be eligible for a one-bedroom unit.

*Maintain networking connections in the community to ensure there is access to information by all population groups.*

HATC staff members participate in statewide, regional and local groups in order to help set policy and to network with representatives of other groups to help meet the needs of households who are not well served by the private market alone. Locally, Housing Authority staff members serve on the Thurston County Housing Task Force, Partners for Children, Youth and Families, the Local Area Planning Committee for TANF recipients, the HOME Consortium, the Ten Year Plan to End Homelessness Group, and the Interjurisdictional Forum on Homelessness. Through these connections, the community is informed of the planning processes and the resources available to the various population groups in the community.

Other HATC goals and objectives:

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

During the past year, HATC developed a supportive housing services project with a permanent housing model for ten homeless families to help move them from homelessness to self-sufficiency. Case management is supported by the State of Washington through the Washington

Families Fund and the rent is subsidized through project-based voucher assistance. The units are located at Falls Pointe Apartments.

HATC has complete the rehabilitation of its 8 unit complex at Trails End which provides housing for formerly homeless individuals. The units ere upgraded with new roofs, gutters, windows, siding and exterior paint.

*To create and support efforts which preserve residential areas, promote the rehabilitation of housing and enhance the development of communities.*

The Housing Authority provides a housing rehabilitation program in the unincorporated areas of Thurston County.

Fifteen homes were rehabilitated during this period. An application was submitted for refunding in November 2005.

*To work in partnership with the community to develop successful programs for emergency, transitional and permanent housing opportunities for persons of low income and for individuals who are disabled and for individuals and families who are at-risk for homelessness.*

HATC staff are working with Behavioral Health Resources in their Tumwater Gardens project to reconstruct an apartment building to provide 34 studio apartments for chronically mentally ill homeless individuals. Multiple funding sources from the State and Federal Government are making this project possible. In order to provide a deep subsidy for the tenants living in the building, the project expects to apply for project-based assistance for the units once they are completed.

HATC staff worked with Safeplace in the relocation of tenants in place in a building that was donated to the shelter and will be rehabilitated to increase the numbers of beds for women and children who are victims of domestic violence and in need of a safe home on an emergency basis.

HATC staff has worked with Catholic Community Services in their DeVoe Street project. When construction is completed in 2007, this facility is expected to provide studio apartments and shelter for 50 individuals.

HATC is providing staff support for the community's work in developing a Ten-Year Plan to End Homelessness as part of state legislation passed in 2005. The County Commissioners will be reviewing the Plan for adoption and submission to the State Department of Community, Trade and Economic Development.

### ***Strategy for Addressing Needs:***

The Housing Authority works with the Community on various committees to help identify the needs of the community and to work with other agencies to develop housing programs that will address that need.

There is a large gap in resources between the cost of housing and the ability of individuals with low-income to pay the rents. Therefore, there is an on-going effort to bring resources to the community and to work with existing resources to help fill the gap and assist as many individuals and families as possible to pay the market rent. The primary program that fills this need is the Housing Choice Voucher Program which is primarily a tenant-based housing program.

However, it is also recognized that even with multiple sources of funding to develop affordable housing, there is often a need to provide a deep subsidy for the families who will live in the units. The owners need to be able to charge a reasonable rent that will allow the project to be self-sustaining over the long run. Although the project-base voucher program diverts some assistance from the voucher program pool, by attaching the subsidy to units owned and operated by non-profit community developers, the community is assured that there will be a good number of units available to the voucher program. The occupant of the units after a year is entitled to transfer to the tenant-based program and consequently, families do retain a great deal of choice in their housing options.

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

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

As stated elsewhere, the funding reductions in 2005 forced the program to reduce the Payment Standard and to reduce the number of households that could be served by the program. Calendar year 2006 funding has not yet been announced. We will be working with the funding level to assist as many households as possible to a reasonable level.

### ***Strategy 2. Increase the number of affordable housing units:***

HATC, with HUD's approval, provided project-base voucher assistance to ten units which will be occupied by ten homeless families. The families will receive transitional housing services as well as a subsidized rent.

*Need based on Household Types:*

*Target available assistance to families at or below 30% of median.*

HATC has given priority in issuing vouchers to families and individuals who are graduates of the transition programs but who still need rent subsidy support on their road to stabilization and self-sufficiency. This priority allows for formerly homeless individuals and families to move successfully from shelter to long-term housing. In Fall 2005, about 12 individuals are transitioning to the voucher program. About half of the families selected for the Washington Families Fund units were originally assisted in the transitional housing program.

We have assisted very few new applicants on the program thus far this year, but the vast majority that we have assisted thus far are formerly homeless households or non-elderly disabled households. We will do an analysis of the households who we are serving in the program to make sure that we meet the goal of serving 75% whose incomes are at or below 30% of median. Last fiscal year, we exceeded the goal.

*Target available assistance to families at or below 50% of median*

All households assisted by the program have income at or below 50% of median. Approximately 25% of the new applicants being served will be between 31% and 50% of median income for Thurston County.

*Target available assistance to elderly*

There has been no targeted assistance to elderly folks except those who have a disability. The Mainstream Program is available for this population. Fortunately, elderly households in Thurston County have hundreds of affordable housing units available to them in Tax Credit and Subsidized and Public Housing Units. This population represents a small percentage of the waiting list. HATC has project based 24 units to a project for elderly households.

*Target available assistance to families with disabilities:*

The Housing Authority has successfully brought 500 vouchers to the community that are targeted to this population group. This represents about 25% of the vouchers in the County. In addition, HATC has project-based four separate projects which have units designated for this population group.

In addition, HATC has set aside 8 vouchers to assist persons living with HIV/AIDS. This is a compensation for units assisted for ten years under a project-based commitment.

We are also in a partnership arrangement with King County Housing Authority to assist non-elderly households coming out of Nursing Homes, Adult Homes, Western State Hospital, facilities for Adults with Developmental Disabilities, and other similar restricted settings.

*Increase awareness of HATC's resources among families of races and ethnicities with disproportionate need.*

HATC continues to network with agencies and groups in the community to make sure that all racial and ethnic groups are aware of the resources.



**Housing Authority of Thurston County's  
5-Year/Annual Planning Process Overview  
February 16, 2006**

**Purpose:** To hear public input regarding Housing Authority Plan.

**Preparation:** Convened a Participant Advisory Committee meeting Process at Thurston County Housing Task Force and at Partners for Youth, Families and Children. (See attached Timeline for additional details).

**Voucher Baseline:** 1,946 Households as of 2005

**Family Self Sufficiency:** 124 Households

**Project Based Vouchers:** 117 Units (included in 1,946 above)

**Supporting the following non-profits:**

- Community Youth Services
- Behavioral Health Resources
- Yelm Community Services
- Homes First!
- Community Action Council
- Intercommunity Housing/ Evergreen Vista

## **Housing Choice Voucher Program The Calendar Year 2005 in Review**

- In late 2004, require interim reporting of income increases for participating families effective January 2005.
- In early 2005 HUD announced significant reductions in support for the voucher program.
- In March and April 2005, staff analyzed the implications of the budget reduction and recommended the reduction in the Payment Standard and reduction in program size to avoid a \$500,000 deficit by the end of the calendar year.
- May and June, 2005, rental assistance staff worked double duty to recompute assistance benefits for every household on the voucher program effective July 2005.
- May 2005, added 48 households to the voucher program who formerly had assistance direct from HUD at Olympia Villages.
- Effective July 2005, converted four units under the Moderate Rehabilitation Program to vouchers.
- Added ten units at Falls Pointe to the Project Based Voucher Program under the Washington Families Fund in November 2005.
- Renegotiated extension of Moderate Rehabilitation Contract at Martin Terrace Phase I as of December 1, 2005.
- Assisted Families affected by Katrina through the Katrina Disaster Housing Assistance Program
- Partnered with HATC's Community Services' office to assist additional hurricane-affected families under the Interim Housing Rental Subsidy Program under a contract with CTED.
- Provided on-going assistance to Voucher, HOME TBRA, Martin Terrace and Fleetwood tenants

- Effective January 1, 2006, changed the interim reporting policies so that households do not have to report increases in income during the year. (Adopted by Board of Commissioners at December 2005 meeting.)

### ***Proposed Policy Changes Before the Board in Connection with the Annual Plan***

- Adoption of revised Project Based Voucher Program Administrative Procedures as part of the Voucher Administrative Plan.
- Recommendation to the Board that HATC not limit portability. There are legal concerns that there may be fair housing implications to our restricting a person's ability to move to another jurisdiction.
- Minor changes to the FSS Action Plan to allow families to join the program after the four month window of opportunity if they certify that their income is the same as the last certification.
- Staff will be coming to the Board with proposed increases in the Payment Standard as soon as a full analysis has been completed. The draft figures provided by HUD at the end of January would appear to allow us to increase the Payment Standard and still help our 1,946 households.
- Staff is rewriting and editing the Administrative Plan. We will come before the Board if there are any policy changes we would recommend during the review and edit process. We are also using the document as a training tool for staff.

### ***Highlights of the Proposed Project Based Voucher Plan***

- Will permit up to 20% of budget authority to be assigned to contracts under the Project Based program
- Continue to be a Partnership with Not for Profit Housing Developers
- Limits the Program to Existing Housing (units need to be ready for occupancy at the time the project is selected). We still may come to the board with a plan that allows new construction and rehabilitation, but allowing staff the option to restrict proposal selection to existing

- units to avoid several layers of monitoring that are required if we do the new construction and rehab projects.
- Creates a competitive process and selection criteria which give points for the following factors:
    1. Top priority to units that have been selected in another regional, state-wide or national competition that did not award points because of the project-based voucher program.
    2. Project readiness: units will be ready for occupancy at the time of selection
    3. Projects that have been selected for funding in a competitive process regardless if the project based contract was a factor.
    4. Projects meet the goals of the adopted Ten Year Plan to End Homelessness in Thurston County
  
  - Prohibits excess public funding by requiring a subsidy layering review by HUD
  - Defines the services that need to be provided for a project to meet the criteria to have more than 25% of the units in a multifamily building assisted.
  - Requires a HUD review of the selection process if HATC submits a proposal as part of the competitive process.

Board Meeting  
March 23, 2006

Proposed Changes to the Administrative Plan for the Voucher Program

**Eligibility:**

Retain the policy that the families who have incomes between 31% and 50% of Median Income demonstrate a need for the housing subsidy. We currently refer to this as meeting preferences. I want to change this in the Plan to “Demonstrate a Need” and then define “Need” in the same way that we have defined preferences in the past.

**Portability**

Return to the policy of allowing portability of vouchers to other jurisdictions as long as we appear to have the budget. Allow staff to deny the issuance of a portable voucher if we do can demonstrate that we do not have sufficient budget to support a voucher in a higher cost areas.

**Family Self Sufficiency:**

Allow a limitation on the computation of the escrow: cap at the Gross Rent or the FMR whichever is lower. HUD worksheet does not impose this limitation but the common sense interpretation of the program does.

Allow folks to come on the program at times other than within 4 months of the last recertification if there is a certification on file that the family has had no changes in income at the time of the effective date of the FSS contract. The HUD rule on the 4 months had been waived for the Seattle Region without any written announcement. HATC would be using the waiver on a conditional basis.

**Reasonable Accommodation with respect to exceptions to Occupancy Standard**

If a person with a disability requires a live-in aide for a substantial number of nights during the course of the year and the person is not able to reliable have a relative or friend stay over without their being an extra bedroom, an exception can be granted.

**Exception to the occupancy standard:**

Consideration for an extra bedroom will be given where the medical service provider supports the need for a child to have a separate bedroom for the benefit of the child and or the other members of the household.

## Project Based Voucher Program Administrative Policies Summary of Key Policies for HATC Program

The Administrative Plan for the Rental Assistance Programs was written to bring the Housing Authority of Thurston County's Program into compliance with the final rule. The program is governed by 24 CFR 983. The plan does not repeat all the requirements of the program but rather outlines the policy issues where HATC has options in the operation of the program.

### **Description of the Project Based Voucher Program**

The PBV will allow assistance up to a maximum of 20% of HATC's annual budget authority to units have been selected through a complete process.

At this time, the Housing Authority of Thurston County is choosing to enter PBV program contracts with non-profit housing developers/owners (whose mission is to provide affordable housing for lower and very low income households) for Existing Housing Units only. HATC has elected not to enter into "Agreements to enter in HAP Contracts" for new construction or rehabilitation projects ...

## **Selection of Project Based Voucher Owner Proposals**

### **Owner proposal selection procedures**

The Housing Authority of Thurston County will conduct an open, competitive process in the PBV Program.

In the case of projects that meet the other criteria listed below and which have been successful in a regional, statewide or national open competition without any weight being given to an anticipation of voucher assistance, the Housing Authority reserves the right to go under contract without another open-competitive process for the project based assistance.

In the local competitive process, priority points will be award for several factors (1) readiness to go under contract within 60 days after selection; (2) projects that have been selected for funding in a regional, state-wide or national open, competitive selection process that did not award points because of the project-based voucher program; (3) projects that have been selected for funding in a competitive process with the voucher funding as a factor; (4) projects that meet the goals of the adopted Ten Year Plan to End Homelessness in Thurston County.

A threshold review will determine that the Proposal meets the basic standards before it will be further processed for review:

HATC-owned units require extra steps in the selection process, addressed elsewhere in the plan.

### **Prohibition of excess public funding**

HATC will comply with the subsidy layering required by 24 CFR 983.55 by collecting detailed data for the conduct of a subsidy layering review.

### **Cap on number of PBV units in each building / project**

The HATC Project Based Voucher Program will comply with the maximum number of units per project as regulated at 983.56.

1. All units in projects with one to four units are eligible for assistance.
2. Assistance to multi-family buildings/projects (5 or more units) is limited to a maximum of 25% of the building/project. There are three exceptions to this limitation, known as “excepted” units.
  - Units designed to serve elderly families
  - Units designed to serve persons with disabilities
  - Units designed for qualifying families who are receiving supportive self-sufficiency services as defined below

### **Excepted Units**

Supportive Services which qualify units to become “excepted” units. In compliance with 983.56 (b)

Supportive services are defined as those services that are specifically tailored to meet the needs of the individual family. These services will have been identified in consultation with the family and will assist the family in their housing stabilization and in making progress toward the highest level of economic self-sufficiency that the adults in the household are able to attain.

Qualifying services will include assistance to tenants in maintaining their housing and in maintaining a successful tenancy.

### **Additional Responsibilities of the Owner of “excepted” units:**

These additional requirements are listed in the plan.

### **Additional Responsibilities of the Housing Authority for “excepted units”**

These additional requirements are listed in the plan.

Proposed Changes to the Payment Standard  
 Board of Commissioners Meeting  
 March 23, 2006

Effective Date:

Annual Recertifications: June 1, 2006  
 Movers and Initials April 1, 2006

Unit Size	Old Std	New Std	
0	\$521.00	\$547.00	5%
1	\$585.00	\$614.00	5 %
2	\$730.00	\$752.00	3 %
3	\$1,005.00	\$1,025.00	2 %
4	\$1,202.00	\$1,226.00	2 %
5	\$1,397.00	\$1,425.00	2 %
Mobile pad	\$ 462.00	\$ 471.00	2 %

The need for an increase in the Payment Standard (PS) is based on a number of factors.

1. Rents and utility costs have increased;
2. Tenants are finding it harder to find units within their maximum tenant rent share;
3. HATC reduced the PS across the board last July. It was reduced significantly in order to avoid a 2006 deficit. It was reduced significantly so that the budget could recover within 6 months.
4. The proposed PS is still lower than it was in October 2004 because of overall budget reductions by HUD.
5. An analysis of the proposed PS increase shows that the increased per unit cost can be supported by the budget.
6. Staff will monitor the budget carefully so as to adjust the number of vouchers under lease.
7. HATC has been allowed to maintain a reserve account to cushion minor shortages.
8. The voucher program has been transformed to a budget driven /money operation rather than an evaluation of the number of units under lease.

Authority:

In the Voucher Program, HATC has the authority to set the PS between 90% and 110% of the FMR.



## 22. Project Based Voucher Program Administrative Policies

The final rule for the Project Based Voucher Program (PBV) was effective November 14, 2005. This section of the Administrative Plan for the Rental Assistance Programs was written to bring the Housing Authority of Thurston County's Program into compliance with the final rule. The program is governed by 24 CFR 983. This plan does not repeat all the requirements of the program but rather outlines the policy issues where HATC has options in the operation of the program.

This section of the Plan roughly follows the order that the topics are covered in CFR 983.

### **General**

The rules of the Tenant Based Housing Choice Voucher Program rules apply to the Project Based Voucher Program except for the parts of the 24 CFR 983.2 (b) and (c)

PBV definitions:

The terms used in the PVP program are defined or references in 983.3. Other federal program requirements mentioned elsewhere in the final rule at 983.4, 983.7 (Uniform Relocation Act and 983.8 (Equal opportunity) also apply to the program.

### **Description of the Project Based Voucher Program**

The PBV is a program of the Housing Authority of Thurston County's Voucher Program under contract with the US Department of Housing and Urban Development. Under this program, voucher assistance (up to a maximum of 20% of HATC's annual budget authority) is attached to units that have been selected through a complete process to go under contract to receive housing assistance on behalf of eligible tenants who live in the units.

The Housing Authority of Thurston County strives to increase affordable, long term housing opportunities for households with low incomes and to create and support housing efforts which preserve residential areas ...and enhance the development of communities. The Housing Authority is also working intensely with the community to reduce homelessness by 50% by July 1, 2015. The operation of a Project Based Voucher Program serves these and other goals which enhance opportunities for individuals with low incomes to have opportunities for affordable and well-maintained housing. The project based subsidy helps to support the operational side of housing owned by non-profit corporations so that the housing is self-sustaining and well maintained for years into the future.

At this time, the Housing Authority of Thurston County is choosing to enter PBV program contracts with non-profit housing developers/owners (whose mission is to provide affordable housing for lower and very low income households) for Existing Housing Units only. HATC has elected not to enter into “Agreements to enter in HAP Contracts” for new construction or rehabilitation projects that do not substantially meet HQS requirements at the time of proposal selection. The units must be “existing” at the time of the project’s selection for funding and must substantially comply with HQS requirements. The units must be fully in compliance with HQS prior to a contract being signed. The units proposed for contract must have a Certificate of Occupancy within 60 days (or any extension granted by the Housing Authority) of selection.

## **Selection of Project Based Voucher Owner Proposals**

### **Owner proposal selection procedures**

The Housing Authority of Thurston County will conduct an open, competitive process in the PBV Program. The timing of the process for soliciting applications will be determined each year in consultation with the development and landlord community and as demand dictates. Given the uncertainty of the funding it does not appear prudent to hold regularly scheduled proposal solicitations but rather to work on an Ad Hoc basis. Since the Housing Authority is so immersed in the planning and community development processes for Thurston County, HATC will have its finger on the pulse of the need to open the process.

In the case of projects that meet the other criteria listed below and which have been successful in a regional, statewide or national open competition without any weight being given to an anticipation of voucher assistance, the Housing Authority reserves the right to go under contract without another open-competitive process for the project based assistance.

In the local competitive process, priority points will be award for several factors (1) readiness to go under contract within 60 days after selection; (2) projects that have been selected for funding in a regional, state-wide or national open, competitive selection process that did not award points because of the project-based voucher program; (3) projects that have been selected for funding in a competitive process with the voucher funding as a factor; (4) projects that meet the goals of the adopted Ten Year Plan to End Homelessness in Thurston County.

A threshold review will determine that the Proposal meets the following standards before it will be further processed for review:

1. The housing is eligible in conformance with 985.52 983.53 and 983.54

2. The number of units proposed is in compliance with the number of units authorized per building, in the case of a multi-family complex that is not offering units to seniors, disabled or families with supportive services.
3. Meets site selection standards at 983.57.
4. Assurance from the owner that if there is any relocation involved, that the owner will be in compliance with the Uniform Relocation Act and 49 CFR 24, as applicable.
5. The owner has written tenant selection procedures.

The timing of Requests for Proposals and selection will take budget authority into consideration so as not to hold assistance off line while the selection process is going on and deny assistance to families on the waiting list.

### **Eligible Housing Types:**

All types of units that are eligible for tenant based voucher assistance are eligible for project based assistance except shared housing, cooperative housing manufactured home space rental and homeownership. Other units prohibited under the program are listed in 983.53 and 983.54. HATC-owned units require extra steps in the selection process, addressed elsewhere in the plan.

### **Prohibition of excess public funding**

HATC will comply with the subsidy layering required by 24 CFR 983.55 by collecting detailed data for the conduct of a subsidy layering review. The analysis will expect no more than a "5% net profit" over operations and maintenance, replacement and operations reserves. The data will be submitted to the local office of HUD for submission to the Central Office or an independent entity as dictated by HUD for the subsidy layering review.

To meet the needs of owners to enter into contracts in a reasonable time-frame, the data will be collected at the time of proposal submission and sent to HUD as soon as a preliminary review has taken place, it appears that the proposal is eligible for selection and there will be sufficient budget authority to enter into a contract.

The owner certification described at 983.55(c) will be required as part of the HUD Contract.

## **Cap on number of PBV units in each building / project**

The HATC Project Based Voucher Program will comply with the maximum number of units per project as regulated at 983.56.

1. All units in projects with one to four units are eligible for assistance.
2. Assistance to multi-family buildings/projects (5 or more units) is limited to a maximum of 25% of the building/project. There are three exceptions to this limitation, known as “excepted” units.
  - Units designed to serve elderly families
  - Units designed to serve persons with disabilities
  - Units designed for qualifying families who are receiving supportive self-sufficiency services as defined below

## **Units for Persons with Disabilities**

There is no requirement that supportive services be provided in selected units that are designated for person with disabilities. Units which are targeted for persons who qualify to receive particular special needs services, however, must demonstrate the types of services provided to the tenant population of the units. Priority for these units will go to applicants who are receiving these benefits from the provider agencies or persons who would benefit from those services, in that order.

## **Excepted Units**

Supportive Services which qualify units to become “excepted” units. In compliance with 983.56 (b)

Supportive services are defined as those services that are specifically tailored to meet the needs of the individual family. These services will have been identified in consultation with the family and will assist the family in their housing stabilization and in making progress toward the highest level of economic self-sufficiency that the adults in the household are able to attain.

Qualifying services will include assistance to tenants in maintaining their housing and in maintaining a successful tenancy. It may also include one or more of the following components or equivalent services as needed.

- Execution with the tenant participant of an Individual Services Plan.

- Monitoring the progress of the tenant in achieving the goals set forth in the plan;
- Meeting and working with the tenant family on a regular basis to develop and support the family's goals and plans for making the transition to a self-sufficient environment and to identify and refer additional resources as shall be necessary for the family or any member of the family to reach their goals;
- Requirement that a member of a participating household receive drug and/or alcohol treatment if the household member is currently abusing drugs or alcohol.
- Compliance with the agreed-upon supportive services plan will be a condition of continued tenancy.

**Additional Responsibilities of the Owner of “excepted” units:**

Owners of Projects funded under the Supportive Services exception must

- Identify the Agency providing the support services to the tenant families in the “excepted” units;
- Have the provider agency enter into a Individual Services Plan agreement with the tenant;
- Assure that the supportive services are provided to the tenant families - at least one member of the tenant family must be receiving a supportive service or must have successfully completed their supportive services plan;
- Have, as part of the ISP, a commitment that the tenant will remain in good standing as a tenant in the property, abide by the terms of their lease and abide by the terms of the voucher program;
- Monitor the progress of the tenant in achieving the goals set forth in the Individual Services Plan (ISP) or some other equivalent agreement between the service provider and the tenant;
- Maintain full, complete and adequate records with respect to the provision of supportive services;
- Provide the Housing Authority a written report at least annually detailing the preceding year's activities and the evaluations regarding each participating family;
- Secure a release from the participating family that will allow information to be shared with the Housing Authority to the extent needed to enforce the terms of the contract and to maintain the unit's availability as an “exception” unit.
- Provide notice to the tenant when there is non-compliance with the terms of their ISP and a copy to the Housing Authority and provide for an administrative appeal to the determination that the family is in a state of non-compliance and is subject to termination of tenancy.
- Notify the Housing Authority and the Property Management when a participating family fails without good cause to complete their supportive services requirement together with a certification that the tenant has been given the right to an appeal and that the decision to terminate was upheld or not appealed.

- Incorporate as part of the lease terms that the tenant must be in compliance with their ISP.

### **Additional Responsibilities of the Housing Authority for “excepted units”**

- At least annually, HATC will monitor the excepted family’s continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive service requirement.
- Incorporate into the language of the Family Responsibilities for the Project Based Voucher Program that they must be in compliance with the terms of their Individual Services Plan.
- Cover in the briefing of the family that the Housing Authority will move to terminate housing assistance to the unit if the family fails to comply with terms of the services agreement.
- Terminate tenancy to a unit where the tenant is out of compliance with the ISP if the family fails to vacate.
- Through a contract amendment, switch assistance to another unit of the same bedroom size in the same complex where assistance has been terminated to a unit because a non-complying tenant has failed to vacate.

### **Site selection standards**

HATC will evaluate proposals to assure that the selection of the proposed project would be consistent with the goal of deconcentration of poverty and expanding housing and economic opportunities. The evaluation of the proposal will use the suggested considerations in 983.57 (b) to determine if this goal is met.

The site selection criteria will meet the goals of the Project Based Voucher Program to expand housing and economic opportunities for persons with incomes at or below 50% of area median income.

The existing housing site must also be in accordance with the requirements at 983.57 (d).

### **Environmental Review**

HATC will comply with requirements of 983.58. Since this plan targets existing housing, the responsible entity will determine whether PBV assistances is categorically excluded from review under the National Environmental Policy Act and whether the assistance is subject to review under the laws and authorities listed in 24. CFR 58.5.

HATC will not enter into a HAP contract with an owner until the Environmental Review is complete in accordance with 983.58 (d).

HATC will supply all available and relevant information necessary for the Responsible Entity or HUD, if applicable, to perform the Environmental Review. HATC will require the owner to carry out mitigating measures required by the Responsible Entity as a result of the environmental review.

If an environmental review has already been conducted and approved for the site in the past three years for the same use, this review will be submitted for approval if it is determined that the review needs to be done for existing housing units.

### **Proposals for HATC-owned units**

The review process when HATC-owned units are part of the competition will be done in accordance with the regulations at 983.51 (e) and 983.59.

During the proposal selection phase and during the term of the contract should the proposal be selected, independent contractors will perform inspections and rent reasonable determination.

## **Dwelling Units**

### **Housing Quality Standards**

HATC will enforce HQS in accordance with the applicable sections of 982.401.

### **Housing accessibility for persons with disabilities**

HATC will assure that in selecting units that were built after March 13, 1991 comply with the regulations at 24 CFR 100.205, as applicable. In selecting units in multi-family complexes built after that date, owners will be encourage to include as many units as possible that meet the needs of mobility impaired individuals.

### **Inspecting Units**

In accordance with the regulations at 983.103, HATC will inspect units at proposal submission and prior to going under contract for selected units. HATC will also conduct

inspections on turn-over, special inspections requested by tenant or owner and annually. HATC reserves the right to do a sample of the units in multi-family projects.

Inspections of units owned by the Housing Authority will be conducted by an independent contractor.

## **Rehabilitation and New Construction**

At this time, the Housing Authority of Thurston County is choosing to enter PBV program contracts with Existing Housing Units only and not to enter into “Agreements to enter in HAP Contracts” for new construction or rehabilitation projects that do not substantially meet HQS requirements at the time of proposal selection.

At such time as the Board of Commissioners at a regularly scheduled Meeting elects to implement a Project Based Program that includes projects that need to under rehabilitation or construction, this section of the plan will be revised to be in compliance with the final rule. This will not be considered a significant deviation from the Annual Plan requiring submission to HUD but will be submitted to HUD at the next submission.

## **Housing Assistance Payments Contract**

### **Execution of the Contract**

HATC will enter into a Housing Assistance Payments contract with the owner of an approved project once all the criteria have been met. Contract execution may be delayed because of timing issues with respect to budget authority available to the Housing Authority. Selected proposals may have to wait for execution until sufficient funds are available. For example, close to the end of the calendar year, all funds may be committed and the start of the contract may have to wait the next year.

### **Term of the HAP Contract**

The initial term will be for two years, renewal in increments up to ten years and then renewable thereafter in increments as allowed by regulations at the time of the expiration of the initial ten year period.

### **HAP Contract Contents**

The Housing Authority will use the HAP Contract template as prescribed by HUD at the time of Contract execution.



In the Contract Exhibit, HATC will identify

1. The location of each unit, the number of bedrooms, and number of bathrooms
2. The services, maintenance and equipment to be supplied by the owner
3. Utility services and break-down of services paid by owner and tenant.
4. Any features of accessibility for persons who are mobility impaired.
5. The supportive services provided to “excepted” units.
6. Owner responsibilities with respect to any “excepted” units

In the body of the Contract, the following will be covered:

1. The contract term
2. The number of units set aside for each type of qualifying family, if any.
3. That the term of the contract is subject to the availability of funding for the program. Action to cut short the contract for lack of funding will be done in accordance with HUD instructions.
4. Provision that the owner may terminate the contract if the rent is lowered below the initial contract rent, in accordance with 983.302.

### **Provision for Contract Amendments**

HATC reserves the right to substitute a different unit with the same number of bedrooms in the same complex for a previously covered unit. HATC also reserves the right to add contract units by amendment in accordance with the regulations at 983.206 (b).

HATC has the option, at the owner’s request, to temporarily suspend assistance to a unit while it is undergoing extensive repairs. This request and approval will be documented in writing.

### **Condition of contract units**

HATC will vigorously enforce HQS requirements in all units under contract and will exercise all remedies available including abatement of housing assistance payments, reduction in the number of units and termination of the HAP contract in accordance with 983.207.

### **Owner responsibilities and Owner Certifications**

In accordance with 983.208 and 983.209, the owner is responsible for performing all obligations under the terms of the HAP Contract.

By execution of the HAP Contract, the owner certifies that at execution, and at all times during the term of the contract, the owner will be in compliance with all the terms of the contract including all the items listed in the regulations at 983.209.

## **Occupancy**

## **Tenant Selection Process**

Families will be selected from the Housing Authority's waiting list. The HATC application for a Housing Choice Voucher for tenant-based assistance includes an option for all applicants to add their names to separate waiting lists for the project-based voucher programs.

Priority in selecting tenants is given to the following:

1. In-place tenants: eligible families residing in the unit at the time of the proposed selection get absolute preference in the project for an appropriate sized PBV unit. (These families are not subject to income-targeting).
2. Units designated for elderly persons are available to eligible applicants where the head or spouse is 62 years or older.
3. Units available with support services for persons with disabilities are available on a priority basis to eligible persons who are currently receiving the support services from the provider agency or who would benefit from the support services being provided.
4. Units identified as "excepted" units are available only to households who meet the criteria for and benefit from the supportive services being provided as part of the conditions of tenancy.
5. Tenants who pass the screening by the landlord.

Each project with support services will be marketed as a project offering specific supportive services, e.g., supportive transitional self-sufficiency services to homeless families, or support intensive tenant support services to persons with disabilities. In the case of units available to persons with disabilities, if there are no applicants available in the priority group, the units will be made available to any person with a disability who would benefit from the services.

Owners will select tenants from the Housing Authority's waiting list. Applicants denied tenancy will not lose their place on the Housing Choice Voucher Program Waiting List.

## **Information and Briefing of Selected families**

In the briefing of selected tenants, HATC will provide the tenant with information about the program, and on owner, tenant and Housing Authority responsibilities. Information will be provided including the subjects outlined in the regulations at 983.252. In addition, HATC will assure effective communications for persons with disabilities and persons with Limited English Proficiency. Tenants will sign a Statement of Family Responsibilities. In cases of "excepted" units, the family's need to comply with their supportive services agreement will be added to the Statement of Family Responsibilities.

## **Leasing of Contract Units**

As part of the response to the Request for Proposals, the owner will provide the Housing Authority with a copy of their written tenant selection procedures that are consistent with program eligibility and an applicant's ability to perform the lease obligations. Part of the selection process will include notification to rejected applicants as to the grounds for their denial of tenancy.

### **Vacancies**

The owner will be required to notify HATC of any vacancy or expected vacancy in a contract unit. HATC will then make a sufficient number of referrals for the owner to fill the vacancy. HATC and the owner will make good faith efforts to minimize the length of the vacancy.

If contract units go unfilled due to owner action or inaction, HATC reserves the right to reduce the number of units by giving notice to the owner and amending the contract.

### **Tenant screening**

HATC will screen only for lifetime sex offender registration. The owner is otherwise empowered to screen and select tenants to occupy units. The owner may screen the family's background with respect to such factors as outlined in the regulations at 983.255.

### **Lease**

The tenant must have legal capacity to enter a lease. The tenant and owner must execute a written lease. The owner will use their standard lease agreement and incorporate the HUD required addendum. In "excepted" units, fulfillment of supportive services agreement will be made a condition of tenancy.

### **Owner Termination of Tenancy and Eviction**

On expiration of the lease, an owner may renew the lease or refuse to renew the lease for good cause reasons defined in 982.310 except section (d)(1), (iii) and (iv). If the owner refuses to renew the lease without good cause, the unit would be removed from the contract and the tenant would be given a tenant-based voucher.

An owner may refuse to renew or may terminate tenancy because the family in an "excepted" unit fails, without good cause, to complete their supportive services requirement.

### **Security Deposit**

The owner may collect a security deposit that is consistent with private market practice and not in excess of amounts charged to tenants in unassisted units.

The owner will follow Washington State law in accounting for the security deposit after the tenant has vacated. If the security deposit is insufficient to cover amounts owing, the owner may seek to collect the balance from the tenant. HATC has no liability for payment of any amount owed by the family.

If the verified amount owed to the landlord for damages and repairs exceeds \$500.00, and the owner has secured a judgment for the amount owing, and the tenant remains on the voucher program, the tenant will be required to repay the amount owned the owner as a condition of continued assistance. If the tenant leaves a unit owing utility charges or rent (with no minimum), the tenant will be required to repay the amounts owed as a condition of continued assistance.

### **Overcrowded, under-occupied and accessible units**

If a unit becomes overcrowded or under-occupied, or if the family not needing an accessible unit occupies one that is needed by a family that requires the accessibility features, HATC will give notice (up to 60 days) that the family move to (1) another PBV unit of appropriate size or (2) a tenant-based voucher to enable them to move. HATC will terminate assistance for the wrong-sized or accessible unit at the expiration of the family's voucher (or 60 days in the case of the offer of another PBV unit).

In the case of a partially assisted project with available alternate, comparable units, the family could choose to remain in the unit that is being underutilized with a tenant-based voucher and the contract can be amended to project base assistance to a different comparable unit.

### **Family right to move**

The family may terminate the lease at any time after the first year. The family must give at least 30 days written notice of intent to vacate (with a copy to HATC). A family in good standing with their tenant and program obligations is eligible for a tenant-based voucher if the family gives notice to the HATC prior to giving notice to vacate as soon as one is available.

If the family terminates the lease before the end of the year, or if a tenant is terminated for cause, the tenant relinquishes the right to continued assistance with a voucher.

### **Occupancy for "exception" units**

If a family has successfully completed their support services requirement, the unit can continue to be counted as an "excepted" unit as long as the family continues to live there.

If a family living in an "excepted" unit no longer meets the criteria as a "qualifying family", the owner must take action to terminate the tenancy within 60 days of the family

falling out of compliance with the terms of their services agreement. HATC will move to terminate housing assistance once the tenant has vacated. During the eviction process HATC may substitute a different comparable unit where one is available by amendment.

If the family is terminated and there is no comparable unit available, and the tenant fails to vacate, HATC has the option to reduce the number of units in the project after 120 days or in the case of a partially assisted project, amend the contract substituting another comparable unit. Extensions may be granted by HATC for good cause.

## **Rent to Owner**

### **Initial Rent**

Initial contract rents will be established in compliance with the regulations at 983.301, 983.302, 983.303 and 983.304.

### **Redeterminations**

The rent is redetermined at an owner's request and if there is a 5% or greater reduction in the Fair Market Rents.

### **Limitations on Rents**

Except for tax credit properties rents shall be the lower of:

1. Gross rents of 110% Fair Market Rent
2. Reasonable rent
3. Owner requested rent.

Tax-credit project rent limitations are outlined at 983.301 (a).

HATC-owned units must have rents approved by an independent entity and copies of the comparability determination of reasonable rent must be supplied to the HUD Field Office.

## **Payment to Owner**

### **Payment to Owner**

1. Rental assistance is provided to the owner for units leased, in compliance with HQS and occupied by an eligible family. No payments are made after the month that a tenant vacates, even if some of their belongings are left in the unit. The owner may retain assistance for the full calendar month.
2. The Housing Authority reserves the right to change this policy to allow for vacancy loss payments to owners.

- Where vacancy loss payments are provided under the terms of the contract, the Housing Authority will provide for vacancy loss payments up to 80% of the contract rent for up to one full month following the month of vacate provided the unit is ready for occupancy and all good faith efforts are being made to replace tenants.
- Suspend or add provision of vacancy loss when renewing or amending contracts when budget conditions dictate one or the other decision. Such decisions will be made by the Board of Commissioners.
- When providing for a vacancy loss, HATC will comply with 983.352.

### **Tenant Rent Payment to the Owner**

HATC will calculate the tenant portion of the rent in accordance with HUD requirements. The tenant rent determined by HATC is the maximum rent the owner may charge the family.

HATC is not responsible for payment of the tenant's portion of the rent or any other costs or liabilities incurred by the tenant.

### **Other Fees and Changes**

Except in the case of assisted living developments where the tenant must pay additional charges for meals and supportive services, the owner may not charge for meals and supportive services and non-payment of these amounts cannot be grounds for termination of tenancy. The owner may charge for extra items, not typically included in the rent, e.g., garage, rental of washer and dryer, etc.