

PHA 5-Year and Annual Plan

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

OMB No. 2577-0226
Expires 4/30/2011

1.0	PHA Information PHA Name: Housing Authority of Thurston PHA Code: WA 049 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 2009				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units:			Number of HCV units: 1947	
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia II PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA1:				PH HCV
	PHA2:				
	PHA3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Inspection Process Shared Housing Policy Waiting List Reinstatement Policy Repayment of Claims Policy Addition to Family Composition Policy (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Main administrative office, 503 West Fourth Avenue, Olympia WA 98501 Public Library, Olympia Timberland Library, 313-8 th Avenue SE, Olympia WA 98501				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. The Housing Authority of Thurston County (HATC) has operated a homeownership program for several years. We currently have 7 participants utilizing homeownership vouchers. The Family Self-Sufficiency coordinator is providing homeownership counseling. The HATC has a grant from the WA State Department of Community Trade and Economic Development for the Down Payment Assistance Program, which provides a second mortgage on the home. The Housing Authority of Thurston County also administers the ADDI program for the County. The Housing Authority of Thurston County (HATC) has 219 units under Project-Based contracts. These projects are located throughout rural and metropolitan areas of Thurston County. Our current budget authority would allow us to serve up to 377 units under a Project-Based contract. The HATC's PHA Plan stipulates that we will work to increase the number of affordable housing units. The Project-Based Program allows the HATC to partnership with developers in preserving housing stock for voucher holders. The preservation of affordable housing stock is essential due to the increasing rents and tight rental market.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. Does not apply.				
81	Capital Fund Program Annual Statement /Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing. Does not apply.				

8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. Does not apply.
8.3	Capital Fund Financing Program (CFFP). El Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. Does not apply.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. N/A for High Performing PHAs unless submitting a 5-year Plan.
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. N/A for High Performing PHAs unless submitting a 5-year Plan.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. N/A for High Performing PHAs unless submitting a 5-year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" N/A for High Performing PHAs unless submitting a 5-year Plan.
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (P13As receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

Participant Advisory Committee Meeting Minutes
Annual Planning Process
December 3, 2008

Attendees: Lee Overaker, Dottie Perry, William Dankiw, Jackie Schoonover (HATC Staff), Kay Huebner (HATC Staff), Leslie Owen (Northwest Justice), Fletcher Smith (BHR), Kay Stone, Tammie Smith, Melissa Johnson (HATC Staff), Cindy Klimas (HATC Staff), Karen McVea (HATC Staff), Dawn Morris (HATC Staff)

Welcome and Introductions – **Karen McVea** welcomed the committee and introductions were made.

Opening Remarks from Karen McVea

Last fiscal year a lot of work went into making changes to the Admin Plan and this year, we have very few changes to make in the Plan. Our discussion today will be on how we are proposing to modify the Plan. We are allocated 1916 vouchers to serve in Thurston County. Our Board of Commissioners created a local voucher program that allows us to go over our voucher allocation. The money that pays for the local vouchers comes from the cash flow generated from the Housing Authority's properties. This year, we have served an additional 29 families through the local voucher program.

The following proposed changes were reviewed:

- **Annual Inspections No-Show Policy** – HATC like other agencies is down to the minimal amount of staff needed in order to provide a great program. One of things that we are finding is that our inspectors are going out to do inspections and are finding a lot of no-shows. Not only is it a waste of staff time, but of our administrative dollars. Staff recommendation is if there is a no-show, the participant is automatically terminated. If there is justification i.e., medical reason, we will not follow through with the termination. All participants can request a hearing if terminated and they disagree. We do allow a reschedule if they call in and request a rescheduling appointment. The Plan calls for a zero tolerance for no-show. Discussion followed proposed policy change.

Comments from discussion regarding proposed no-show policy –

William Dankiw – concern with zero tolerance policy. States that there have been instances where participants have received a termination letter for not being present for an inspection and they have never gotten the inspection letter. Suggests sending inspection letter by certified mail. **HATC** – Too expensive to send inspection letter by certified mail. Less than 1% of clients miss their inspection appointment due to not receiving their letter. Most no-shows are due

to clients not checking their mail or don't make provisions to be present. **William Dankiw** – suggests adding to inspection letter the zero tolerance policy for no-shows. **HATC** – agree to add wording to inspection letter regarding zero tolerance. **NW Justice** – concern expressed that not everyone is aware of their appeal rights. Worried about the family that had a medical emergency the night before their inspection and are not able to call in advance to reschedule. Is there any way to deal with this situation? Can a grace period be given before sending out termination letters, perhaps 5 days? **HATC** – No-show letters usually go out the same day as the scheduled inspection. All participants have the right to appeal their termination and in some instance request a reasonable accommodation. Our standard practice is if someone has a medical emergency, we are going to work with them. We will attempt to add wording to our termination letter letting them know if they had an unscheduled medical emergency, to contact their housing program specialist about the possibility of rescheduling their inspection. **William Dankiw** – Some of your clients need a little more tender care, the elderly and/or disabled. If you know this, can there be some kind of grace period. **HATC** – It would be counterproductive to give a grace period. We can add to the Admin Plan that the termination letters must be sent by the assigned Housing Program Specialist. They will know their clients typically and whether they have special needs. If that is the case, they will work with the client instead of terminating immediately.

- **Shared Housing** – Public Housing Authorities (PHAs) are allowed to decide whether or not to allow alternative housing types. The Housing Authority of Thurston County has chosen to allow shared housing as an alternative housing choice. We discovered in the last year that we have been incorrectly applying the shared housing calculation. The correct calculation method for shared housing is very punitive to the client. At annual reviews, when the correct calculation for shared housing is applied, we are finding that the participant's assistance is cut in half or more. We decided that it is not a benefit for most people to go into shared housing. We are proposing to discontinue the option of shared housing. We will allow reasonable accommodation exceptions. There are currently a number of group homes on the program with residents who are receiving a rental assistance subsidy under shared housing. Shared housing is mentioned in several places in the administrative plan. The wording will be removed. Current participants under a shared housing contract will be grand fathered in. When the participant moves, they will not be able to enter into a new shared housing agreement unless there is a reasonable accommodation requested. Discussion followed.

Comments from discussion regarding proposed shared housing policy – NW Justice - Is there a penalty for participating in shared housing? Worried about fewer choices for participants. Do participants think it's better? **HATC** – Shared housing does penalize the participant as far as the subsidy level. A high percentage of the time, a shared housing lease and contract is entered into and one of the roommates moves out. The remaining roommate is typically responsible for the roommates half of the rent without additional subsidy. Shared housing is also a way for those who are not on housing to get into an affordable unit by

moving into a unit as shared housing with a voucher participant. Much of the time the roommate takes advantage of the voucher participant. It is a beneficial option for those who have reasonable accommodation needs. We will continue to offer this as a reasonable accommodation. Because we are proposing to do away with shared housing we are modifying our addition of family members to an assisted household policy. Before if a family member wanted to add to your household, they could only join under shared housing.

- **Additions to Family Composition** – The current policy was presented. Under the proposed change, the PHA will permit the return of a child less than 25 years of age during the one-year period after they have left the household, or the return of a disabled child or other immediate family member with a disability or who is elderly with no time constraints.

Comments from discussion regarding adding family members - Is there any penalty to the proposal? **HATC** - There is no penalty except that the tenant portion of the rent will be adjusted according to all household income including the new family member. The voucher bedroom size will not be adjusted until the participant's next annual review. **NW Justice** - What we are seeing with the Country, if an adult child is not disabled that means they can't be added to the household? I think we are going to see a lot of adult children moving back into their family home. **HATC** - If we see a rise in this need, we will review our current policy and change as needed to current market needs. One of the problems of adding adult children into an assisted household is that they typically come with children. This requires the voucher bedroom size to raise and the subsidy goes up. The Housing Authority has not received budget authority. We often see problems with adult children in the household. They often times do not pay their portion of the rent or fill out any of the required paperwork. Ultimately the parent(s) who is originally entitled to the voucher assistance ends up in trouble and is threatened with the loss of benefits. A lot of the decisions we make are to protect our participants housing benefits.

- **Reinstatement to Waiting List Proposal** – Our current waiting list is approximately 5 years old. It is currently closed. We would like to get to the end of this waiting list. Next year we hope to propose going to a one-year waiting list. The HATC would open the list for a period of time and treat all applicants as if they applied on the same day at the same time. Once the time for submitting applications is reached, the HATC will shuffle all applicants and randomly pull applications. The HATC will determine the number of applications needed to fill the projected available vouchers in the next twelve months. The HATC will pull this amount from the randomly shuffled applications. The applications not pulled will be sent a letter telling them that they did not get pulled for the HCV waiting list this year but they will be encouraged to apply again next year. All applicants that were pulled will be randomly assigned a waiting list number and informed of their placement on the HCV waiting list. They will also be informed that if they are not processed within that year, they will need to reapply. This will allow us to deal with families with immediate needs. It will be a fresh waiting list. We have

found as the waiting list gets older and older, we do not get responses from the applicants. Also, applicant's situations have often changed in the years that they have been on the list and often times do not qualify or they determine they no longer need housing assistance. We really want to deal with current need. We really want to work with current data as it makes sense. Many other PHAs are going to a one year waiting list. We haven't proposed it for this year but look to propose these changes next year. This current policy is if an applicant fails to respond to an update or any other mailing and their application is terminated, the applicant has up to one year to request reinstatement. A longer timeframe may be allotted for a person with a disability or if there appears to be a HATC error. It is very common to have applicants request reinstatement to the waiting list over and over. Current policy was reviewed. Our Proposed change states that if a family member is removed from the waiting list for failure to respond the applicant may be reinstated with a written request within three months of the date of termination. A longer time frame may be allowed if a person or household with a disability requests a reasonable accommodation, or if it is determined that there was PHA error. If a reasonable accommodation is requested and verification provided, it will be reviewed by a supervisor and the waiting list personnel for a decision.

Comments from discussion regarding reinstatement to waiting list proposal - Committee expressed concerns that reasonable accommodation was being reviewed by waiting list staff and supervisor only. **HATC -** We opted not to have a waiting list reinstatement reasonable accommodation go through the committee process in order to be timely. The applicant does not lose any rights as they still are entitled to the full reasonable accommodation appeal rights policy.

- **Repayment of Claims Non-payment Policy Proposal** – Current policy is that if a payment is not received by the end of the business day of the date due, and prior approval for the missed payment has not been given by the PHA, the PHA will send the family a delinquency notice giving the family 10 business day to make the late payment. If the payment is not received by the due date of the delinquency notice, it will be considered a breach of the agreement and the PHA will move to the next step in action toward the termination of assistance upon written notification to the family. If the family receives 3 delinquency notices for unexcused late payments in a 12-month period, the repayment agreement can be considered in default, and the PHA can move to terminate assistance upon written notification to the family. The proposed change states that if notified of termination, the participant must submit an appeal in writing within 10 days. To be reinstated, the tenant must bring account current or pay-in-full. Supervisor will monitor notepad when reviewing appeals within the ten-day time frame and will communicate to appropriate housing program specialist if termination is rescinded.

Comments from discussion regarding claims non-payment policy change – No concerns expressed.

**Housing Authority of Thurston County
Violence Against Women Act of 2005
2009 Annual Plan Statement**

Five Year Plan Update

Goals:

- To protect the rights of victims of domestic violence to secure and maintain housing without being victimized a second time by being denied housing or losing housing because of the criminally violent acts perpetrated against them.

Objectives:

- To let applicants and participants of the Housing Authority know of their rights under the VAWA;
- To implement VAWA as victims come forward to claim their rights;
- To educate participating landlords to assist them to protect the rights of victims and to avoid evictions where the victim can certify they qualify for protection;
- To link victims with resources in the community that can assist them with services;
- To work with the Domestic Violence Shelter to develop housing options for victims of domestic violence.

Policies

- The Housing Authority will not knowingly deny assistance to otherwise eligible applicants simply because they have been victims of domestic violence, dating violence, sexual assault, or stalking.
- The Housing Authority will not knowingly terminate the assistance of otherwise compliant persons simply because they are victims of domestic violence, dating violence, sexual assault, or stalking.
- The Housing Authority will educate applicants and participants of their rights under VAWA.
- The Housing Authority will work to educate landlords about VAWA and the rights of victims under the act and to work with the landlord and the victims to protect the housing assistance of victims and their families.

2009 Update for Annual and Five Year Plans

Programs

- The Community Services Office of the Housing Authority coordinates a transitional housing program with Safeplace.
- Graduates of the Transitional Housing Program who continue to need a housing subsidy are given preference on the Voucher Program waiting list.

Annual Plan – 2009-2010

Activities

- Include information about VAWA legislation protecting rights of victims of domestic violence in a Housing Choice Voucher Program landlord newsletter.
- Over the course of the year, notify all tenants of their rights under VAWA in a tenant newsletter.
- Include information on the rights of victims on all correspondence terminating clients from the rental assistance programs.
- Implemented use of new contract and Tenancy Addendum when they were published by HUD.
- Encourage participation by Safeplace in the annual Planning process.

Services and Programs offered either by HATC or in cooperation with other service providers

- Advising victims of their rights to maintain their eligibility for housing assistance if their failure to comply with program rules or termination of a lease is because of their status as a victim of domestic violence;
- Referring victims to Safeplace for counseling and legal advice.
- Assisting referred victims under the TBRA / HATS program;
- Referral to the voucher program as a continuation of housing assistance under the Housing Choice Voucher Program.