

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
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1.0	PHA Information PHA Name: Housing Authority of Thurston County PHA Code WA049 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): 2011														
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 2032														
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 <input type="checkbox"/> 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	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV						
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PH	HCV														
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: Local preferences added TBRA Transitional Housing Preference Even when the waiting list is closed, the PHA will accept referrals from a PHA-identified, locally-funded, Tenant Based Rental Assistance (TBRA) transitional housing program for homeless households within Thurston County. This preference is limited to a maximum of 15 vouchers at any given time, per calendar year and is dependent on availability of vouchers. The PHA will dedicate vouchers to each TBRA transitional housing program partner by February 1 of each year based on availability. If an agency cannot use all of their allotted vouchers by May 1, the PHA may redistribute to other qualifying agencies. Unused locally-funded TBRA referred housing vouchers do not carry over to the next calendar year. Eligible households must: <ul style="list-style-type: none"> ▪ be referred from a PHA identified TBRA transitional housing case manager ▪ have successfully completed a tenancy under the TBRA transitional housing program ▪ receive a determination from a self-sufficiency case manager that the household is unlikely to be self-sufficient at the end of their participation in the transitional housing program Veteran's Preference The Housing Authority of Thurston County will accept referrals for families with a honorably discharged Veteran family member where the family qualifies as an extremely-low income family or demonstrates and verifies a housing need as defined under "Income Targeting Requirements" in the HCV Administrative Plan. This preference is limited to a maximum of 15 vouchers at any given time, per calendar year and is dependent on availability of vouchers.- Eligible households are referred by: <ul style="list-style-type: none"> ▪ Thurston County Public Health & Social Services Department ▪ Washington State Department of Veterans Affairs ▪ United State Department of Veterans Affairs Hardship Policy on Payment to Revolving Fund In the event that an individual family under the Housing Choice Voucher Homeownership Program suffers a hardship such as a loss of reduced employment or household income, medical emergency, etc. the increase in the housing assistance due to the change in circumstances will go directly to the homeowner. The increase in housing assistance will not be applied to the revolving loan fund. Paying the increase assistance directly to the homeownership participant will allow the family to apply the increase to their first mortgage and avoid foreclosure action.														

PHA Plan Update continued...

HCV WAITING LIST APPLICATION PROCESS

APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well as how such applications will be made available to interested families and how applications will be accepted by the PHA.

The “initial” application for assistance is referred to as a pre-application. Families who wish to apply for the PHA’s HCV program must complete either an electronic or written pre-application form when the pre-application-taking process is open. Applications will be made available in an accessible format upon request for a person with a disability.

The format that the PHA has established for accepting applications at the time of the waiting list opening will determine where applications will be made available and submitted. If pre-applications are to be accepted on-line, the applicant will submit a pre-application through the PHA-established, on-line portal as directed in the public notice announcing the opening of the HCV waiting list. If the applicant does not have access to a computer, the PHA will have a designated computer in-house which an applicant may use to submit a pre-application. If the PHA establishes a written format for pre-applications, completed applications must be returned to the PHA by mail or submitted in person during normal business hours.

ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA’s policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA’s policies related to ensuring access to people with limited English proficiency (LEP).

PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family’s eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is determined to be eligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

Incomplete applications will be returned in person, by e-mail or by mail with a request that the fully completed application be resubmitted. No record is kept of the returned applications.

Eligible for Placement on the Waiting List

The PHA will give or send written acknowledgement of the receipt of a complete application within 10 business days from close of open waiting-list period.

No determination of eligibility is made at the time of receipt of the application. Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants who submit a completed pre-application during the open period will be placed on the waiting list based on a randomly-assigned process.

PHA Plan Update continued...

PART II: MANAGING THE WAITING LIST

OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted-housing program.

ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household, if supplied.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

The PHA will maintain a single waiting list for the HCV program.

6.0 HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list exceeds 12 months for the most-current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. The notice will provide potential applicants with the information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements, how and when applications may be submitted, and when they will be notified of their placement on the waiting list. The notice will also include the date and time the application process will close. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: The Olympian.

PHA Plan Update continued...

Placement of Applications

When the HCV waiting list is open, pre-applications will be accepted during the open period of no less than 3 weeks as if all applications were received at the same date and time. After the waiting list has closed, pre-applicants will be pulled randomly through a lottery process. The number of randomly pulled applications will be adequate to cover projected turnover and new allocations over the next 12 months. The assignment on the waiting list will be based on the order pre-applicants are randomly pulled from all eligible applications.

Pre-applicants will be notified via mail or e-mail of their placement on the waiting list. The notice will include information stating that, based on PHA past experience, the applicant is likely to be pulled for eligibility determination within the next 12 months.

All eligible applicants will receive a receipt verifying that they have successfully submitted a pre-application to the HCV waiting list. The notice will inform the applicant that placement on the waiting list will be done by random selection. The notice will also state that selected applicants will be notified within ten days of waiting list closure by mail or by e-mail that their application was placed on the HCV waiting list. The notice sent to pre-applicants who were not pulled during the random selection will include information regarding an opportunity to reapply when the waiting list opens again in approximately one year.

The purpose of the pre-application is to permit the PHA to preliminarily assess family eligibility or ineligibility for the lottery selection process. Duplicate applications will not be accepted.

FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

6.0

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to serve a specified percentage of extremely low-income families (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

REPORTING CHANGES IN FAMILY CIRCUMSTANCES

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

PHA Plan Update continued...

UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list. The PHA will send out update notices to applicants annually.

Purging the Waiting List

If an applicant fails to respond to a mailing from the PHA within ten (10) days, they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file.

If a letter is returned with a forwarding address, it will be canceled for failure to keep us informed of the change.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless they contact the PHA within 30 days of the date of removal.

Removal from the Waiting List

All applications will remain in the "active" file unless:

- Purged from the waiting list as described under section above titled "Purging the Waiting List".
- If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3); the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

- The application is withdrawn at the applicant's request.
- The applicant declines the offer of assistance under the voucher program, unless the reason is for good cause and it is approved by the Rental Assistance Program Manager or designee.

Examples of good cause related to an applicant's willingness to accept an offer of assistance, but are unable to continue with the application process at the time of the offer include:

- Health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;
- The family head, spouse or sole member is serving on an impaneled jury.

It is the responsibility of each applicant to inform the PHA of any change of status, address, telephone number, etc.

Unless otherwise stated, an application will be filed inactive in any of the above events. Re-application will be necessary if the family wishes to again be considered for housing assistance.

PHA's decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation (24 CFR part 8). If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA will reinstate the applicant in the family's original position on the waiting list within 12 months from date of termination.

(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, 1206 12th Avenue SE, Olympia WA 98501

Public Library, Olympia Timberland Library, 313 Eighth Avenue SE, Olympia WA 98501

6.0

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Homeownership – the Housing Authority of Thurston County has had a Housing Choice Voucher homeownership program since June of 2005. During that time, the Housing Authority has closed on 35 loans. A number of homeowners either need the voucher assistance for a short period of time or they are able to secure the home without utilizing a voucher at all.</p> <p>Project-Based Vouchers – The Housing Authority of Thurston County has partnered with non-profit housing developers for the provision of long-term stability of the developers housing stock. These partnerships have preserved housing stock available to voucher families. The preservation of housing stock for voucher families is essential due to increasing rents and tighter rental markets. The Project-Based voucher program is available County-wide. Based on voucher availability, the application process occurs semi-annually in March and September. Currently the Housing Authority has 205 units under Project-Based voucher contracts.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>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.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> 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.</p>
9.0	<p>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.</p>

9.1	<p>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.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p>

11.0	<p>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.</p> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 2011 _____, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of Thurston County

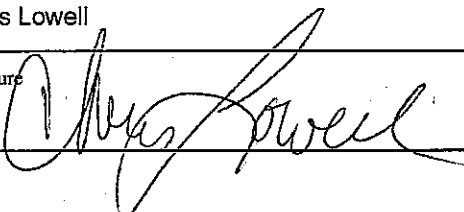
WA049

PHA Name

PHA Number/HA Code

 5-Year PHA Plan for Fiscal Years 20 - 20
 X Annual PHA Plan for Fiscal Years 2011 - 2012

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Chris Lowell	Executive Director
Signature 	Date 4/4/11

Participant Advisory Committee Meeting Minutes December 16, 2010

Present: Fletcher Smith, BHR, Melissa Johnson, HATC, William Dankiw, participant, Barbara Linzy, participant, Hay Huebner, HATC, Taanya McKinney, HATC, Melissa Osborn, HATC, Antoinette Coffey, HATC, Sara Collins, participant, Cindy Klimas, HATC, Cheryl Scott, HATC, Karen McVea, HATC

Welcome and introductions.

Karen McVea gave overview of the agency planning process and timeline. The following performance report of the past year as presented:

Rental Assistance provided in calendar year 2010:

- The Housing Authority of Thurston County Rental Assistance Division provided rental assistance to 2101 households
 - 1870 households under the Housing Choice Voucher Program (HCV)
 - A total of 202 units were served under Project-Based Voucher (part of the total households served under HCV)
 - 83 households under the Mod-Rehab Program
 - 95 households under the Local Tenant-Based Rental Assistance Program
 - In partnership with:
 - ❖ Community Youth Services
 - ❖ Behavioral Health Resources
 - ❖ Emergency Shelter Network
 - ❖ Capital Club House
 - 15 households under the Rural Rental Assistance Program
- 2010 Housing Choice Voucher funding levels stabilized. The Housing Authority of Thurston County increased their payment standards effective October 1, 2010.
- The Housing Authority administered a new local program, the Rural Rental Assistance Program, for Thurston County. This program reached out to families who were facing homelessness or near homelessness in the rural areas of Thurston County including Yelm, Bucoda, Tenino, Rainier, Rochester and unincorporated Thurston County.
- The Housing Authority has established an effective partnership with the American Lake's Department of Veteran's Affairs. Through this partnership we have been able to lease 31 homeless veterans and their families.
- The Housing Authority completed construction on 2 new complexes. The McKenna project which consists of 6 3-bedroom units is located in Tumwater, WA. This project serves homeless families with children, families with a household member who is receiving services through the Department of Developmental Disabilities, and homeless families with children who are attending South Puget Sound Community College.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 2 of 17

- Olympia Crest II was also completed this year. Olympia Crest II is a 24 unit complex located in Olympia, WA. This complex has 12 set-aside units, 6 for homeless families with children and 6 for veterans or active duty military personnel and their families.
- For the first time in almost three years, the Housing Authority has pulled 185 families from the waiting list resulting in 50 new households being served under the Housing Choice Voucher program.
- The Housing Authority submitted three applications for new funding under the Housing Choice Voucher Program; 50 vouchers under the Family Unification Program, 70 Category 1 vouchers for non-elderly disabled households, and 30 Category 2 vouchers to enable non-elderly households with disabilities to transition from nursing homes or other health care institutions into the community.
 - We were awarded 50 vouchers under the Family Unification Program. The purpose of this program is to reduce the number of children delayed in returning to their parent/guardians, when the primary problem is decent, safe, and affordable housing. Applicants are referred by the Department of Children and Family Services under the terms of a Memorandum of Understanding. 5 Family Unification vouchers will assist youth ages 18-23 who are graduating from the foster care system
 - The Housing Authority received notice that we were not awarded the 70 Category 1 vouchers. \$32.5 million was available under this application and HUD received applications totaling \$325 million. These vouchers were awarded based on a lottery system.
 - We have not heard word whether we were awarded any funding under the Category 2 vouchers. We expect to receive notice of the funding awards anytime under this application.

Policy Changes Adopted by the Board during the year are as follows:

- The Housing Authority of Thurston County will offer a Veteran preference for families who are living in or moving to a veteran set-aside unit. The Veteran must remain in the unit for a period of no less than one year after assistance starts. The Veteran must meet additional Housing Choice Voucher program requirements in order to qualify for the Veteran Set-Aside Unit Preference
- Hardship Policy on Payment to Revolving Fund
In the event that an individual family under the Housing Choice Voucher Homeownership Program suffers a hardship such as a loss of reduced employment or household income, medical emergency, etc. the increase in the housing assistance due to the change in circumstances will go directly to the homeowner. The increase in housing assistance will not be applied to the revolving loan fund. Paying the

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 3 of 17

increase assistance directly to the homeownership participant will allow the family to apply the increase to their first mortgage and avoid foreclosure action.

Proposed Policy Changes for the 2011-2012 Annual Plan

Policies and procedures for changes to the waiting list process presented. Chapter 4, Application, Waiting List, and Tenant Selection, of the Housing Choice Voucher Administrative plan was presented. Changes to the process are italicized.

Chapter 4, Housing Choice Voucher Administrative Plan (Applications, Waiting List and Tenant Selection)

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 - 4-16]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA.

The "initial" application for assistance is referred to as a pre-application. *Families who wish to apply for the PHA's HCV program must complete either an electronic or written pre-application form when the pre-application-taking process is open.* Applications will be made available in an accessible format upon request for a person with a disability.

The format that the PHA has established for accepting applications at the time of the waiting list opening will determine where applications will be made available and submitted. If pre-applications are to be accepted on-line, the applicant will submit a pre-application through the PHA-established, on-line portal as directed in the public notice announcing the opening of the HCV waiting list. If the applicant does not have access to a computer, the PHA will have a designated computer in-house which an applicant may use to submit a pre-application. If the PHA establishes a written format for pre-applications, completed applications must be returned to the PHA by mail or submitted in person during normal business hours.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 - 4-13]

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).4-I.D.

PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

Incomplete applications will be returned in person, by e-mail or by mail with a request that the fully completed application be resubmitted. No record is kept of the returned applications.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 5 of 17

Eligible for Placement on the Waiting List

The PHA will give or send written acknowledgement of the receipt of a complete application within 10 business days from close of open waiting-list period.

No determination of eligibility is made at the time of receipt of the application. Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants who submit a completed pre-application during the open period will be placed on the waiting list based on a randomly-assigned process.

PART II: MANAGING THE WAITING LIST

4-II. A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted-housing program.

4-II. B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household, if supplied.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 6 of 17

based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list exceeds 12 months for the most-current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. The notice will provide potential applicants with the information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements, how and when applications may be submitted, and when they will be notified of their placement on the waiting list. The notice will also include the date and time the application process will close. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: The Olympian.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 7 of 17

Placement of Applications

When the HCV waiting list is open, pre-applications will be accepted during the open period as if all applications were received at the same date and time. Barbara Linzy expressed concern that the waiting list open period be no less than 3 weeks. HATC will have the waiting list open for a minimum period of 3 weeks. After the waiting list has closed, pre-applicants will be pulled randomly through a lottery process. The number of randomly pulled applications will be adequate to cover projected turnover and new allocations over the next 12 months. The assignment on the waiting list will be based on the order pre-applicants are randomly pulled from all eligible applications.

Pre-applicants will be notified via mail or e-mail of their placement on the waiting list. The notice will include information stating that, based on PHA past experience, the applicant is likely to be pulled for eligibility determination within the next 12 months. However, if the projected turnover and new allocations are less than anticipated over the 12-month period, all remaining pre-applications will be removed from the waiting list. Those applicants not served during the 12-month period may reapply at the next opening of the waiting list.

All eligible applicants will receive a receipt verifying that they have successfully submitted a pre-application to the HCV waiting list. The notice will inform the applicant that placement on the waiting list will be done by random selection. The notice will also state that selected applicants will be notified within ten days of waiting list closure by mail or by e-mail that their application was placed on the HCV waiting list, however, if they do not receive notification of placement on the HCV waiting list within 15 days of waiting list closure, they may assume that they were not selected and may reapply when the waiting list is open again. Melissa Johnson expressed concern regarding no written notice being sent to applicants not placed on the waiting list. Concern that applicants would not understand that not receiving confirmation equated not being placed on list. HATC agrees with this concern and will send notice to all applicants indicating whether they were selected or not. The pre-application will also contain information outlining the process of how an applicant will be informed of their placement on the waiting list as well as how they will know that their application was not selected in the random pull.

The purpose of the pre-application is to permit the PHA to preliminarily assess family eligibility or ineligibility for the lottery selection process. Duplicate applications will not be accepted.

Ineligible families will not be placed on the waiting list.

The PHA will purge the balance of unselected names remaining on the waiting list twelve (12) months after the opening of the waiting list. The families who will be purged from the list will be notified that they have not been selected for an eligibility review during the past 12 months and that their application is being purged. These families will be notified that they are eligible to submit another pre-application when the waiting list is again opened. The

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 8 of 17

purged applicants will not receive a preference on placement on the new waiting list when it is opened. They will be included in the random selection process.

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to serve a specified percentage of extremely low-income families (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 9 of 17

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The PHA will purge the balance of unselected names remaining on the waiting list twelve (12) months after the opening of the waiting list. The families who will be purged from the list will be notified that they have not been selected for an eligibility review during the past 12 months. These families will be notified that they are eligible to submit another pre-application when the waiting list is opened again. Because the waiting list will be purged every 12 months, the PHA will not update the waiting list periodically. By accepting new applications every 12 months and purging unselected applications every 12 months, the PHA is assured of having an applicant pull that will respond to the requests for full application and certification paperwork. Bill Dankiw concern regarding the purging of remaining applicants not served during the 12 month period. Concern that applicants would have expectation of being served after being placed on list and seemed unfair to have them removed prior to being offered assistance. HATC will not purge the HCV waiting list every 12 months simply because applicants have not been pulled. Instead, HATC will send out waiting list updates annually and purge waiting list according to the purging procedures outlined in the administrative plan.

Removal from the Waiting List

All applications will remain in the "active" file unless:

- *If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3); the family will be removed from the waiting list.*

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

- *The application is withdrawn at the applicant's request.*
- *The applicant declines the offer of assistance under the voucher program, unless the reason is for good cause and it is approved by the Rental Assistance Program Manager or designee.*

Examples of good cause related to an applicant's willingness to accept an offer of assistance, but are unable to continue with the application process at the time of the offer include:

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 10 of 17

- *Health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;*
- *The family head, spouse or sole member is serving on an impaneled jury.*

It is the responsibility of each applicant to inform the PHA of any change of status, address, telephone number, etc.

Unless otherwise stated, an application will be filed inactive in any of the above events. Re-application will be necessary if the family wishes to again be considered for housing assistance.

PHA's decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation (24 CFR part 8). If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA will reinstate the applicant in the family's original position on the waiting list within 12 months from date of termination.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The source of HCV funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-designated families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that such families were admitted with special program funding.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 11 of 17

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

The PHA administers the following types of targeted funding:

- Non-Elderly Disabled: from the waiting list
- Five Year Mainstream: from the waiting list
- Project Access: by referral
- Family Unification: from the waiting list and by referral
- VASH - HUD-VA Supportive Housing Program from the waiting list and by referral

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally-accepted data sources.

All types of households are eligible for the Housing Choice Voucher program as long as the family meets income requirements. The PHA will offer assistance to families who are income eligible and who meet a priority over single individuals less than 50 years of age or couples with both members less than 50 years of age and without children. The types of priorities include:

- ◆ Elderly
- ◆ Disabled

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 12 of 17

- ◆ Near Elderly: 50 and over.
- ◆ Families with minor or disabled adult children and single pregnant women.
- ◆ Single individuals or couples who are victims of DV or hate crimes.
- ◆ Single individuals or couples who are displaced by government action.
- ◆ Single individuals or couples who are victims of a declared natural disaster.

Single individuals or couples who do not meet any of the types listed above will not be assisted unless there are no other eligible households on the waiting list.

Families who meet one of the above definitions of priority and one of the following definitions of preferences will be served prior to other families who meet a priority but not one of the following preferences:

- A family that has been terminated from its HCV program due to insufficient program funding.
- A family that has been granted a temporary suspension of assistance to accommodate a disability.
- A family that has lived in a Project-Based Assisted unit for one year gets priority for the next available tenant-based voucher.
- Persons eligible for the Medicaid waiver set-aside to prevent Nursing Home Placement - by referral.
- Persons eligible for Project Access - a non-elderly person with a disability exiting a Nursing Home or a medical facility- these are King County HA administered vouchers and do not come out of our pool (Up to 15 vouchers).
- Households referred by the Division of Children and Family Services who qualify for the Family Unification Program (up to 73 vouchers).
- Households referred by the VA (American Lake) who qualify for the VA Supportive Housing (VASH) Program (up to 35 vouchers).
- Homeless families who are residing in a short or long-term homeless supportive housing program and are receiving case-managed supportive services-by referral.
- Persons living in Project Based units at the time of the owner going under contract will be granted housing assistance even though they may not have been on the voucher waiting list.
- Persons with HIV-AIDS up to 8 slots-by referral.
- Persons who face displacement by a HOME funded project where the issuance of a voucher would offset the relocation costs to the project.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 13 of 17

- The Housing Authority of Thurston County will offer a Veteran preference for families who are living in or moving to a veteran set-aside unit. The Veteran must remain in the unit for a period of no less than one year after assistance starts. The Veteran must meet additional Housing Choice Voucher program requirements in order to qualify for the Veteran Set-Aside Unit Preference-by referral.
- *Even when the waiting list is closed, the PHA will accept referrals from a PHA-identified, locally-funded, Tenant Based Rental Assistance (TBRA) transitional housing program for homeless households within Thurston County. This preference is limited to a maximum of 15 vouchers at any given time, per calendar year and is dependent on availability of vouchers. The PHA will dedicate vouchers to each TBRA transitional housing program partner by February 1, 2010 of each year based on availability. If an agency cannot use all of their allotted vouchers by May 1, 2010, the PHA may redistribute to other qualifying agencies. Unused locally-funded TBRA referred housing vouchers do not carry over to the next calendar year.*

Eligible households must:

 - *be referred from a PHA identified TBRA transitional housing case manager*
 - *have successfully completed a tenancy under the TBRA transitional housing program*
 - *receive a determination from a self-sufficiency case manager that the household is **unlikely** to be self-sufficient at the end of their participation in the transitional housing program*
-

Income Targeting Requirement [24 CFR 982.201(b) (2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure that this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b) (2) (v)].

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 14 of 17

Families who do not meet the qualification as ELI must demonstrate a need for assistance:

Need may be defined and verified in at least one of the following categories:

- Be a displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- Be a tenant in the Moderate Rehabilitation Program or other subsidized unit who are required to move, and who are in compliance with the terms of their lease and who cannot be placed in another unit.
- Be a tenant who is rent-burdened for at least 90 days. (Families who are paying in excess of 40% of their monthly adjusted income for rent and utilities. In determining the rent burden, the gross income will be adjusted by the deductions used to determine benefit calculations for program participants and shall also be adjusted by alimony or child support, repayment of school loans, and 15% of gross wages for employed persons.)
- Be an eligible household that is living in substandard housing, including overcrowded (more than 2 persons per bedroom) or who are doubled up with other families for financial reasons or who are homeless.
- Be an eligible household that is current in rent but who are being asked to vacate their current dwelling because the housing unit is being sold or because of a change of use or extensive rehabilitation or demolition by private action.
- Be an eligible household who is a victim of domestic abuse or a hate crime in the current unit and needs to move away from the violence. A person meeting this criterion can also be a single person younger than 50 who is not disabled.
- Be an eligible household that is living in subsidized housing where at least one member has a medical need to move to alternate housing or is overcrowded and there is no suitable unit available.
- Be an eligible household that is living in subsidized housing who can demonstrate a need to move to be closer to a family member who requires the daily assistance of the applicant.
- Be an eligible household that has a disabled member and the current rental unit does not accommodate their needs.

Order of Selection

The PHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher-placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family.

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Deadline for the receipt of the full application and notice of termination if the paperwork is not received by the deadline.
- Documents that must be provided to document the legal identity of household members, including information about what constitutes acceptable documentation, income verification, picture identification, social security cards and other verifications needed to determine eligibility.

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. No further notice is sent. If the family fails to return the requested paperwork in the time allotted, a notice of denial (see Chapter 3) will be sent to the family's address of record.

If the paperwork is returned and a review indicates that the applicant is not eligible, a notice of denial is sent to the family which includes the reason for the denial and the right to a review of the determination.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 16 of 17

If the paperwork is returned and a review indicates that the applicant appears to be eligible, a letter is sent for an interview. The letter will include:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview
- Other documents and information that should be brought to the interview.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a private interview [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The interview will be conducted only if the head of household or spouse/co-head provides appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Participant Advisory Committee Meeting Minutes

December 16, 2010

Page 17 of 17

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide interpretive services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

Reasonable accommodation must be made for person with disabilities who are unable to attend an interview due to their disability.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list until the list is purged (Notice PIH 2010-3).

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted admission, or selection preference that affected the order in which the family was selected from the waiting list.

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Discussion of policies and changes followed.

Meeting adjourned.

**Housing Authority of Thurston County
Violence Against Women Act of 2005
2011/2012 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.

2011/2012 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 – 2011/2012

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.
- Include information about VAWA legislation protection rights on HATC website

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.
- Referral to the voucher program as a continuation of housing assistance under the Housing Choice Voucher Program.