

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2005

Annual Plan for Fiscal Year 2001

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

**PHA Plan
Agency Identification**

PHA Name: Kitsap County Consolidated Housing Authority

PHA Number: WA036

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2005

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
Provide affordable rental housing and homeownership opportunities and coordination of needed social services to assist low and moderate income citizens in their effort to attain economic self-sufficiency.

B. Goals

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

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Kitsap County Consolidated Housing Authority Goals

- I.** Assist non-profit programs in their effort to provide housing with specialized services for homeless persons, people who are affected by chronic mental illness, families in transition, frail elderly and other special needs groups.
- II.** Assist low-income families by preserving existing and providing new multi-family units at affordable rents.
- III.** Provide and preserve homeownership opportunities by utilizing the Self-Help Housing Program, Down Payment Assistance Program, Housing Rehabilitation Program and other programs available.
- IV.** Provide and coordinate resources and programs that empower youth and adult residents while assisting them to build healthier communities and to attain economic self-sufficiency.
- V.** Provide local governments with planning, financial development and real estate management services to promote healthy communities.

GOAL I

Assist non-profit programs in their effort to provide housing with specialized services for homeless persons, people who are affected by chronic mental illness, families in transition, frail elderly and other special needs groups.

- Task I Partner with Kitsap Mental Health Services on the development of independent apartments for individuals who are affected by chronic mental illness.
- Task II Assist local providers in creating housing for individuals with development disabilities.
- Task III Provide technical assistance to Washington State Housing Authorities in development and acquisition of affordable housing.
- Task IV Partner with local providers to create housing for families that have been homeless. Preference for this housing will be given to families that have also been victims of domestic violence.
- Task V Provide support and assist in the development of the Kitsap County Continuum of Care 5-Year Plan and yearly Action Plan.
- Task VI Provide assistance to the Drug Court in their efforts to provide transitional housing to drug court participants.

GOAL II

Assist low-income families by preserving and providing multi-family units at affordable rents.

- Task I Construct Sound View rental properties on Bainbridge Island.
- Task II Construct Fjord Vista II rental property in Poulsbo.
- Task III Obtain Low Income Housing Tax Credits for Mitchell Avenue Senior Housing in Port Orchard.
- Task IV Complete preplanning zoning for Viking's Crest II
- Task VI Meet or exceed contract requirements for the HUD Mark to Market contract.
- Task VII Acquire existing affordable multi-family housing in Kitsap County.
- Task VIII Preserve existing affordable multi-family housing in Kitsap, Mason and Jefferson County by assisting other non-profit agencies with acquisition and financing.

GOAL III

Provide and preserve homeownership opportunities by utilizing the Self-Help Housing Program, Down Payment Assistance Program, Housing Rehabilitation Program and other available programs.

- Task I Complete construction of Self-Help Housing groups: Weaver Creek on Bainbridge Island, Verona Glen III In Port Orchard, Alpine Meadows in Sequim, Springfield Park III in Shelton and a group in Poulsbo.
- Task II Complete sales of Fjord Gardens and Fjord Vista I zero lot line town homes in Poulsbo.
- Task III Sell Viking's Crest condominium units in Poulsbo
- Task IV Continue Kitsap County Down Payment Assistance Program
- Task V Develop and sell single family homes at Ford Ward Parade Grounds
- Task VI Complete rehabilitation under the 1999 Rehabilitation Program and the 1998 Emergency CDBG Program and obtain financing for the 2000 Rehabilitation Program
- Task VII Plan Navy Yard City Heights in a traditional neighborhood design

GOAL IV

Coordinate and provide resources and programs that empower youth and adult residents and assists them to build healthier communities and attain economic self-sufficiency.

- Task I Obtain Drug Elimination, ROSS , Family Self-Sufficiency, Olympic Housing Network and alternative funding to enhance resident programs.
- Task II Obtain CDBG Funding for playgrounds at Port Orchard Valley and Rhododendron.
- Task III Partner with YWCA and Bainbridge Youth Services to initiate an after-school homework club site at the Rhododendron Apartments.
- Task IV Partner with Literacy Council to bring the Readiness to Learn program into the Nollwood and Fairview Public Housing Communities.
- Task V Collaborate on KCCHA PR for outreach through speaking engagements and events and Community Services link in KCCHA WEB site.
- Task VI Promote the Fairview Homework Club efforts within Central Kitsap Schools that our KCCHA children attend in an effort to build attendance and volunteer support.
- Task VII Initiate 1st time Homebuyer Education and Housing Counseling through the ROSS application, serving as Finding Your Way Home Chair for 2001 and submitting an application for HUD Certification for Housing Counseling.
- Task VIII Collaborate with Welfare to Work agencies in using KCCHA as a WEX site for TANF individuals to gain work experience in on-site property management.
- Task IX Assist Senior Apartment Complex managers with resource and training assistance for services to senior residents with focus on Orchard Bluff.
- Task X Serve as a Chairperson for the Substance Abuse Prevention Association to expand drug prevention and awareness efforts within Kitsap County which will enhance our work with KCCHA's Drug Elimination Grant program.
- Task XI Continue to build our Teen Challenge program to focus on youth employment and development of youth council
- Task XII Serve on the Board of the Kitsap County Commission on Children and Youth and Workforce Development/Youth Councils.

GOAL V

Provide local governments with planning, financial, development and real estate management services to promote healthy communities.

- Task I Assist the City of Bremerton and Kitsap County with the construction of a new municipal office and development of housing throughout the downtown, as well as downtown planning services.

- Task II Assist Poulsbo with development of a government center.

- Task III Assist local government in housing planning.

- Task IV Assist in the development of a Silverdale County Community Center.

- Task V Assist Port Orchard with a downtown infrastructure, new housing and recreation needs.

- Task VI Assist Bainbridge Island with development of Winslow Town Square.

- Task VII Assist Bainbridge Island with Agriculture Preservation efforts.

- Task VIII Participate in the Smart Growth Conference Planning.

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Annual Plan

Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of the Kitsap County Consolidated Housing Authority Mission of providing affordable rental housing and homeownership opportunities and coordination of needed social services to assist low and moderate income citizens in their effort to attain economic self-sufficiency and to do so in a professional and efficient manner.

- KCCHA is implementing the QHWRA Community Service requirement in partnership with local welfare to work and community training and employment agencies;
- KCCHA is implementing QHWRA requirements in the Admissions and Continued Occupancy Policies, Public Housing Lease, and related documents;
- KCCHA is implementing a plan for higher maintenance operations and standards, and investigating the feasibility of moving the PHA maintenance operations to a larger, more streamlined maintenance plant facility in 2001; and
- KCCHA will continue to provide services with the goal of reaching and exceeding the designation necessary to be a HUD High Performing Housing Authority.

The plans, statements, budget summary, policies, and administrative plans set forth in this Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the Consolidated Plan.

In summary, Kitsap County Consolidated Housing Authority is on track in accomplishing its goal to improve the supply of quality affordable housing for Kitsap County.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement

- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Certification for a Drug-Free Workplace (HUD-50070)
 - Disclosure of Lobbying Activities (Standard Form-LLL)
 - Certification of Payments to Influence Federal Transactions (HUD-50071)
 - PHA Certifications of Compliance with the PHA Plans and Related Regulations (12/99)
 - Certification by State or Local Official of PHA Plan Consistency with the Consolidated Plan

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
0	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
✓	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3081	5	5	4	N/A	N/A	4
Income >30% but <=50% of AMI	2756	5	5	4			4
Income >50% but <80% of AMI	2312	3	5	3			3
Elderly	1267	5	5	4			4
Families with Disabilities		5	5	4			4
Caucasian		4					
African American		5					
Hispanic		5					
Native American		5					
Asian Pacific Islander		4					

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: January 1, 2001 – December 31, 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8
Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	429	1.00	35%
Extremely low income <=30% AMI	354	82.56	
Very low income (>30% but <=50% AMI)	67	15.60	
Low income (>50% but <80% AMI)	8	1.74	
Families with children	391	91.14	
Elderly families	25	5.83	
Families with Disabilities	13	3.03	
Caucasian	702	67.50	
African American	153	14.75	
Native American	46	4.35	
Asian	59	5.70	
Hispanic	80	7.70	
Total = 1040 individuals			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	6.09	
2 BR	126	29.16	
3 BR	264	61.11	
4 BR	16	3.73	
5 BR	N/A	N/A	

Housing Needs of Families on the Waiting List			
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	949		15%
Extremely low income <=30% AMI	798	84.09	
Very low income (>30% but <=50% AMI)	132	13.91	
Low income (>50% but <80% AMI)	19	2.00	
Families with children	574	60.01	
Elderly families	7	.64	
Families with Disabilities	62	4.99	
Caucasian	1,463	66.89	
African American	241	11.02	
Native American	109	4.98	
Asian	163	7.45	
Hispanic	137	6.26	
Total 2187			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			

Housing Needs of Families on the Waiting List			
3 BR			

C. Strategy for Addressing Needs

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
preservation, new development

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FFY 2001 grants)		
a) Public Housing Operating Fund	\$219,163.00	
b) Public Housing Capital Fund	\$348,600.00	
c) Supportive Housing Program	\$379,192.00	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,922,199	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$33,414.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below) As of 2/28/01		
FFY00 PH Drug Grant	\$ 26,794.00	
FFY00 Capital Fund Program	\$327,374.00	
FFY00 FSS Coordinator	\$ 43,870.00	
FFY99 EDSS	\$ 9,787.00	
FFY99 Ross	\$ 72,610.00	
FFY00 Ross	\$150,000.00	
3. Public Housing Dwelling Rental Income	\$321,400.00	Public Housing Operations – FY01 PFS
4. Other income (list below)		
Tenant Charges (Non-Rent)	\$32,000.00	Public Housing Operations
Laundry Income	\$ 620.00	Public Housing Operations
5. Non-federal sources (list below)		
Investment Income	\$ -- 0 --	Public Housing Operations
State of Washington: Kitsap County Community Mobilization (Substance Abuse Prevention)	\$1,600.00	Supportive Services
Total resources	\$3,900,395.00	

Kitsap County Consolidated Housing Authority reserves the right to change this financial resource statement based on future, more accurate information.

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: 10
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or more
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans’ families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below)
Housekeeping habits
Rent paying habits

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

Bremerton Housing Authority main administrative office

(3) Search Time

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

If yes, state circumstances below:

PHA will give up to two consecutive, 30-day extensions for a total of 120 days to search for a unit.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

1. Lost or awaiting eligibility determination for assistance
2. Eviction would result
- 3.
4. Changed circumstances

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

** This is a streamlined submission due to Small PHA Standards **

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Kitsap County Consolidated Housing Authority WA036		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Federal FY of Grant: 07/2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	136,115.00			
3	1408 Management Improvements	15,000.00			
4	1410 Administration	10,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	175,600.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Kitsap County Consolidated Housing Authority WA036	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 07/2001
---	---	---------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	336,715.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
 Part II: Supporting Pages**

PHA Name: Kitsap County Consolidated Housing Authority WA036		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
36-1	Zink 30 Roofs	1460	15	4,500.00				
	Replace existing door locks – First Year of 2-Year Plan	1460	10	6,000.00				
36-4	Closet Conversion – First Year of 2-Year Plan	1460	24	24,000.00				
	Repair Carport Posts – First Year of 2-Year Plan	1460	18	14,000.00				
	Appliance Replacement	1465	24	7,500.00				
	Gutter and Downspout Replacement	1465	48	12,000.00				
36-5	Roof Replacement – 2 nd Year of 3-Year Plan	1460	7	16,500.00				
	Plumbing – Replace Fixtures for Efficiency	1460	33	33,000.00				
	Paint Exteriors – 2 nd Year of 3-Year Plan	1460	10	20,000.00				
	Garage Door Replacement – 2 nd Year of 3-Year Plan	1460	10	8,000.00				
	Appliance Replacement	1465	24	7,500.00				
36-6	Landscaping – Remove Brush & Stumps from backyards	1460	15	18,000.00				
	Window Coverings – Convert to Blinds	1460	15	4,600.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Kitsap County Consolidated Housing Authority WA036		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406		136,115.00				
HA Wide	Management Improvements	1408		15,000.00				
HA Wide	Administration	1410		10,000.00				

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

PHA Name: Kitsap County Consolidated Housing Authority WA036		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
36-1 Scattered Sites	3/31/03			9/30/04			
36-4 Nollwood	3/31/03			9/30/04			
36-5 Fairview	3/31/03			9/30/04			
36-6 Coventry	3/31/03			9/30/04			
36-7 Austurbruin	3/31/03			9/30/04			
HA Wide – Administration	3/31/03			9/30/04			
HA Wide – Operations	3/31/03			9/30/04			
HA Wide – Management Improvements	3/31/03			9/30/04			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Kitsap County Consolidated Housing Authority WA036		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 07/2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 07/2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 07/2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 07/2005
	Annual Statement				
<i>36-1 Scattered Sites</i>		\$ 10,500	\$ 26,650	\$ -- 0 --	\$ 53,000
<i>36-4 Nollwood</i>		\$ 83,800	\$ 61,450	\$ 55,000	\$ 42,000
36-5 Fairview		\$ 70,000	\$ 32,000	\$ 33,000	\$ 32,000
<i>36-6 Coventry</i>		\$ 11,500	\$ 73,000	\$ 102,000	\$ 61,000
<i>36-7 Austurbruin</i>		\$ -- 0 --	\$ -- 0 --	\$ -- 0 --	\$ 2,250
<i>HA- Wide</i>		\$ 161,115	\$ 142,900	\$ 146,000	\$ 145,750
CFP Funds Listed for 5-year planning		\$ 336,715.00	\$ 336,000.00	\$ 336,000.	\$ 336,000.00
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 07/2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 07/2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	36-1 Scattered Sites	Doors and Locks	\$ 6,000	36-1 Scattered Sites	Road Repairs	\$ 8,000
Annual		Roofs	\$ 4,500		<i>Window Coverings</i>	\$ 13,650
Statement	36-4 Nollwood	<i>Closet Door Conversion</i>	\$ 23,800		<i>Site Improvements</i>	\$ 5,000
		<i>Appliance Replacement</i>	\$ 6,000	36-4 Nollwood	<i>Plumbing Upgrade</i>	\$ 25,000
		<i>Resurfacing of Roads</i>	\$ 40,000		<i>Kitchen Cabinets</i>	\$ 22,000
		<i>Replace Carport Posts</i>	\$13,800		<i>Landscaping, Physical Improvements</i>	\$ 9,450
					<i>Window Coverings</i>	\$ 5,000
	36-5 Fairview	<i>Window Coverings</i>	\$ 9,000	36-5 Fairview	<i>Landscape & Physical Improvements</i>	\$ 10,000
		<i>Appliance Replacement</i>	\$ 6,000		<i>Window Coverings</i>	\$ 10,000
		<i>Roofs</i>	\$ 30,000		<i>Gutter Replacement</i>	\$ 12,000
		<i>Paint Exteriors</i>	\$ 18,000			
		<i>Garage Door Replacement</i>	\$ 7,000			
	36-6 Coventry	<i>Tub Enclosures</i>	\$ 4,000	36-6 Coventry	<i>Kitchen Cabinets</i>	\$ 25,000
		<i>Plumbing Fixtures</i>	\$ 7,500		<i>Appliance Replacement</i>	\$ 8,000
					<i>Tub Enclosures</i>	\$ 8,500
					<i>Add Storage Units</i>	\$ 15,000
					<i>Convert to Carpet</i>	\$ 12,500
	HA Wide	<i>Office Equip/Computers</i>	\$ 15,000			
Total CFP Estimated Cost			\$ 336,715			\$ 336,000

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

Activities for Year: <u> 4 </u> FFY Grant: 2004 PHA FY: 07/2004			Activities for Year: 5 FFY Grant: 2005 PHA FY: 07/2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
36-4 Nollwood	<i>Kitchen Cabinets</i>	\$ 20,000	<i>36-1 Scattered Sites</i>	<i>Convert to Carpet</i>	\$ 40,500
	<i>Plumbing Upgrade</i>	\$ 20,000		<i>Gutters and Downspouts</i>	\$ 13,000
	<i>Flooring Replacement</i>	\$ 10,000	<i>36-4 Nollwood</i>	<i>Kitchen Cabinets</i>	\$ 23,000
	<i>Window Coverings</i>	\$ 5,000		<i>Flooring Replacement</i>	\$ 14,000
36-5 Fairview	<i>Kitchen Cabinets</i>	\$ 25,000	<i>36-5 Fairview</i>	<i>Window Coverings</i>	\$ 5,000
	<i>Window Coverings</i>	\$ 8,000		<i>Kitchen Cabinets</i>	\$ 32,000
36-6 Coventry	<i>Kitchen Cabinets</i>	\$ 20,000	<i>36-6 Coventry</i>	<i>Ext Door Replacement</i>	\$ 5,000
	<i>Roof</i>	\$ 45,000		<i>Storage Units</i>	\$ 19,000
	<i>Appliance Replacement</i>	\$ 6,000		<i>Convert to Carpet</i>	\$ 14,500
	<i>Ext Door Replacement</i>	\$ 4,000		<i>Replace Water Heaters</i>	\$ 4,500
	<i>Storage Units</i>	\$ 15,000		<i>Heaters</i>	\$ 18,000
36-7 Austurbruin	<i>Convert to Carpet</i>	\$ 12,000	<i>36-7 Austurbruin</i>	<i>Landscape Improvement</i>	\$ 2,250
Total CFP Estimated Cost		\$ 336,000			\$ 336,000

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

Kitsap County Consolidated Housing Authority reserves the right to change these Capital Fund Programs and 5 Year Plan based on updated capital needs assessments.

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name: Golden Tides	
1b. Development (project) number: 36-1	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (12/31/2001)	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 15	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

9. Conversion of Public Housing to Tenant-Based Assistance

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

1. Program Description:
Participation in the FHLB Lease-To-Own-Program utilizing the Section 8 payment to pay rent and provide payment into participant’s escrowed own payment savings account for up to three (3) years.

a. Size of Program
 Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

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

PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

** This is a streamlined submission due to Small PHA Standards **

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:
 Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as

contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
 If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Nollwood
Fairview

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

Nollwood
Fairview
Austurbruin

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA ⁵⁶management and residents

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)
Coordination with DUI Task Force

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

Nollwood

Fairview

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.
(Attachment Filename: phdeptemplateWA036v01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

PET POLICY

[24 CFR 5.309]

INTRODUCTION: PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA. The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in public housing units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES: Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify that there is a person with disabilities in the household.

A. MANAGEMENT APPROVAL OF PETS: All pets must be approved in advance by the PHA management. The pet owner must submit and enter into a Pet Agreement with the PHA.

B. Registration of Pets: Pets must be registered with the PHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination. Dogs and cats must be spayed or neutered. **Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.** Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

C. Refusal to Register Pets: The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements. The PHA will refuse to register a pet if: The pet is not a *common household pet* as defined in this policy; Keeping the pet would violate any House Pet Rules; The pet owner fails to provide complete pet registration information, or fails to update the registration annually; The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease. The notice of refusal may be combined with a notice of a pet violation. A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

D. STANDARDS FOR PETS: If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one. Pet rules will not be applied to animals that assist persons with disabilities.

Persons With Disabilities: To be excluded from the pet policy, the resident/pet owner must certify: That there is a person with disabilities in the household; That the animal has been trained to assist with the specified disability; and That the animal actually assists the person with the disability.

Types of Pets Allowed: A resident may keep no types of pets other than the following "common household pets". Tenants are permitted to have only one *type* of pet

Type 1. Dogs: Maximum number: (1), Maximum adult weight: 25 pounds, Must be housebroken, Must be spayed or neutered, Must have all required inoculations, Must be licensed as specified now or in the future by State law and local ordinance.

Type 2. Cats: Maximum number: (1), Must be spayed or neutered, Must have all required inoculations, Must be trained to use a litter box or other waste receptacle, Must be licensed as specified now or in the future by State law or local ordinance.

Type 3. Birds: Maximum number (2), Must be enclosed in a cage at all times,

Type 4. Fish: Maximum aquarium size 10 gallons, Must be maintained on an approved stand

Type 5. Rodents (Rabbit , guinea pig, hamster, or gerbil ONLY):Maximum number (1), Must be enclosed in an acceptable cage at all times, Must have any or all inoculations as specified now or in the future by State law or local ordinance,

Type 6. Turtles: Maximum number (1) Must be enclosed in an acceptable cage or container at all times.

C. PETS TEMPORARILY ON THE PREMISES: Pets, which are not owned by a tenant, will not be allowed. Residents are prohibited from feeding or harboring stray animals. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.

E. ADDITIONAL FEES AND DEPOSITS FOR PETS: Tenants with animals must pay a pet deposit. The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a pet.

The proper payment, based on Pet Type, listed below is due on or prior to the date the pet is properly registered and brought into the apartment, and;

Type 1 Dog: \$250.00

Type 4 Rodent: \$150.00

Type 2 Cat: \$250.00

Type 5 Turtle: \$150.00

Type 3 Bird: \$150.00

Type 6 Fish: None

The PHA reserves the right to change or increase the required deposit by amendment to these rules. The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit. The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death. The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges. All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including: The cost of repairs and replacements to the resident's dwelling unit; Fumigation of the dwelling unit; Common areas of the project. Pet Deposits are not a part of rent payable by the resident.

E. ALTERATIONS TO UNIT: Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

F. PET WASTE REMOVAL CHARGE: A separate pet waste removal charge of \$20 per occurrence will be assessed against the resident for violations of the pet policy. Pet deposit and pet waste removal charges are not part of rent payable by the resident. All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including: The cost of repairs and replacements to the dwelling unit; Fumigation of the dwelling unit. If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge. If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount, which exceeds the pet deposit. The expense of flea deinfestation shall be the responsibility of the resident.

G. PET AREA RESTRICTIONS: Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times. Pets will not be chained or tied outdoors. Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

H. NOISE: Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

I. CLEANLINESS REQUIREMENTS: Litter Box Requirements: All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter boxes must be waterproof or have a waterproof lining. Litter shall not be disposed of by being flushed through a toilet. Litter boxes shall be stored inside the resident's dwelling unit. **Removal of Waste From Other Locations:** The Resident/Pet Owner shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin. Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated and shall be paid for by the tenant. The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

J. PET CARE: No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 10 hours. All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet. Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

K. RESPONSIBLE PARTIES: The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

L. INSPECTIONS: The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

M. PET RULE VIOLATION NOTICE: If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served. The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s), which were violated. The notice will also state: That the resident/pet owner has 5 calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation; That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in termination of the pet owner's tenancy.

N. NOTICE FOR PET REMOVAL: If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet. The Notice shall contain: A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated; The requirement that the resident /pet owner must remove the pet within 5 calendar days of the notice; and A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

O. TERMINATION OF TENANCY: The PHA may terminate tenancy based on a pet rule violation if: The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and The pet rule violation is sufficient to terminate tenancy under terms of the lease.

P. PET REMOVAL: If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets that are poorly cared for or have been left unattended for over 10 hours. If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet or have the right to enter the premises and take the uncared for pet to a local animal care facility at the total expense of the resident. If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

Q. EMERGENCIES: The PHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals. If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

** This is a streamlined submission due to Small PHA Standards**

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:
 - Size of the Pet Deposit
 - Type of Pet
 - Change in Interim Re-certification standards

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
 - List changes below:
 - Decreased pet deposit amount to staggered amounts
 - Defined type of pet
 - Changed standards of interim re-certification
 - Other: (list below)

B. Description of Election process for Residents on the PHA Board

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Kitsap County

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (List below)
All activities meet one of the five (5) priorities identified in the Consolidated Plan.
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
Identifies the priorities for creating, maintaining and preserving affordable housing and necessary social services for citizens of Kitsap County.

D. Other Information Required by HUD

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

Locally Derived Definition of “Substantial Deviation” and “Significant Amendment or Modification” as required by 24 CFR 903.7(r)

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

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

PHA Lease
PHDEP Plan
Statement of Progress in Meeting 5-Year Mission and Goals.
Resident Membership on the Governing Board
Membership of the Resident Advisory Board

	TENANT	
	PROJECT #	
BEDROOMS	LEASE #	
	UNIT ACCOUNT #	
	LEASE DATE	
	DEPOSIT	\$150.00
	PRO RATED 1ST MONTH RENT	\$
FLAT or	INCOME-BASED MONTHLY RENT	\$

**RESIDENTIAL LEASE AGREEMENT
(MONTH-TO-MONTH RENTAL AGREEMENT)
Kitsap County Consolidated Housing Authority**

THIS RESIDENTIAL LEASE AGREEMENT (MONTH-TO-MONTH RENTAL AGREEMENT) (called the "Lease") is between the Kitsap County Consolidated Housing Authority and Tenant named in Part II of this lease (called "Tenant").

PART I: TERMS AND CONDITIONS

I. Description of the Parties and Premises

- (a) The Authority, using verified data about income, family composition, and needs, leases to Tenant, the property (called "premises" or "dwelling unit") described in Part II of this Lease Agreement, subject to the terms and conditions contained in this lease.
- (b) Premises must be used only as a private residence, solely for Tenant and the household members named on Part II of the Lease. The Authority may, by prior written approval, consent to Tenant's use of the unit for legal profit-making activities incidental to the residential use subject to the Authority's policy on such activities.
- (c) Any additions to the household members named on the lease, including Live-in Aides and foster children, but excluding natural births, require the advance written approval of the Authority. Such approval will be granted only if the new family members pass the Authority's screening criteria and a unit of the appropriate size is available. Permission to add Live-in Aides and foster children shall not be unreasonably refused.

Tenant agrees to wait for the Authority's approval before allowing additional persons to move into the Premises. Failure on the part of Tenant to comply with this provision is a serious violation of the material terms of the lease, for which the Authority may terminate the lease

- (d) Deletions (for any reason) from the household members named on the lease shall be reported by the Tenant to the Authority in writing, within 10 days of the occurrence.

II. Lease and Amount of Rent

- (a) Unless otherwise modified or terminated in accordance with Section VII, or unless not renewed for noncompliance with community service requirement, this Lease shall automatically be renewed for successive terms of one calendar month.

The monthly rent amount is stated in Part II of this Lease. Rent shall remain in effect unless adjusted by the Authority in accordance with Section VII herein.

Tenant has the option, upon admission to public housing and annually

thereafter, to pay flat rent (market value) or income-based rent.

The amount of the Total Tenant Payment and Tenant Rent shall be determined by the Authority in compliance with HUD regulations and requirements and in accordance with the Authority's Admissions and Continued Occupancy Policy.

- (b) Rent is DUE and PAYABLE in advance on the first day of each month and shall be considered delinquent after the fifth calendar day of the month. Income-based rent may include utilities as described in Section VI below, and includes all maintenance services due to normal wear and tear. Flat rent does not include a utility allowance, and includes all maintenance services due to normal wear and tear.

When the Authority makes any change in the amount of Total Tenant Payment or Tenant Rent, or in the Flat Rent for the public housing dwelling unit, the Authority shall give written notice to Tenant. The notice shall state the new amount, and the date from which the new amount is applicable. Rent re-determinations are subject to the Administrative Grievance Procedure. The notice shall also state that Tenant may ask for an explanation of how the amount is computed by the Authority. If Tenant asks for an explanation, the Authority shall respond in a reasonable time.

- (c) The PHA's Minimum Rent (Minimum TTP) is \$- 0 -. Provision is made for exemption due to financial hardship as defined in the Authority's Admissions and Continued Occupancy Policy.

III. Other Charges

In addition to rent, Tenant is responsible for the payment of certain other charges specified in this lease. The type(s) and amounts of other charges are specified in Part II of this Lease Agreement. Other charges can include:

- (a) Maintenance Costs -- The cost for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Tenant, household members or by guests. When the Authority determines that needed maintenance is not caused by normal wear and tear, Tenant shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by the Authority or (for work not listed on the Schedule of Maintenance Charges) based on the actual cost to the Authority for the labor and materials needed to complete the work. If overtime work is required, overtime rates shall be charged.
- (b) Late Charges -- A charge of \$20.00 for rent or other charges paid after the fifth calendar day of the month. The Authority shall provide written notice of the amount of any charge in addition to Tenant Rent, and when the charge is due. Charges in addition to rent are due no sooner than two weeks after Tenant receives the Authority's written notice of the charge.
- (c) NSF Fee -- A charge of \$20 will be assessed for any check returned to the Authority due to insufficient funds.

IV. Payment Location

Rent and other charges can be paid at the KCCHA main office located at 9307 Bayshore Drive NW, Silverdale, WA 98383, or at other locations specified in Part II of this Residential Lease. However, if needed as a reasonable accommodation, the Authority shall make other arrangements for payment of rent. The Authority will not accept cash.

- (a) Tenant Responsibilities. Tenant agrees to pay an amount equal to \$150.00. The dollar amount of the security deposit is noted on Part II of this Residential Lease. The Authority will deposit the security deposit in a Trust Account with Washington Mutual Bank, Silverdale, WA. As provided by state law, any interest earned on the Trust Account shall accrue to the Authority and not to the Tenant.
- (b) Authority's Responsibilities. The Authority will use the Security Deposit at the termination of this Lease:
- (1) To pay the cost of any rent or any other charges owed by Tenant at the termination of this lease.
 - (2) To reimburse the cost of repairing any intentional or negligent damages to the dwelling unit caused by Tenant, household members or guests.
- (c) The Authority shall not charge a higher security deposit for tenants with disabilities who use wheelchairs and/or have service or companion animals necessary as a reasonable accommodation.

The Security Deposit may not be used to pay rent or other charges while Tenant occupies the dwelling unit. No refund of the Security Deposit will be made until Tenant has vacated, and the dwelling unit has been inspected by the Authority. Within 14 days after the termination of the Lease and vacation of the premises or, if the Tenant abandons the premises, within 14 days after the Authority learns of the abandonment, the Authority shall give a full and specific statement of the basis for retaining any of the deposit together with the payment of any refund due the Tenant under the Terms and Conditions of the Lease. The Authority complies with this requirement if the statement or payment or both are deposited in the United States mail properly addressed with first class postage pre-paid within 14 days to Tenant's last known address, or delivered personally to Tenant.

VI. Utilities and Appliances

- (a) Authority-Supplied Utilities. If indicated by an (X) on Part II of the Lease Agreement, the Authority will supply the indicated utility for Tenants choosing to pay income-based rent: electricity, natural gas, heating fuel, water, sewer service and garbage. The Authority will not be liable for the failure to supply utility service for any cause whatsoever beyond its control. If indicated by an (X) on Part II of the Lease Agreement, the Authority will provide a cooking range and refrigerator. Other major electrical appliances, air conditioners, freezers, extra refrigerators, etc. may be installed and operated only with the written approval of the Authority. Utility allowance is not included in flat rents.
- (b) Tenant-Paid Utilities. If Tenant resides in a development where the Authority does not supply electricity, natural gas, or heating fuel, an Allowance for Utilities shall be established, appropriate for the size and type of dwelling unit for utilities Tenant pays directly to the utility supplier. Tenants paying flat rent pay utility costs directly to the utility supplier. In income-based rent, the Total Tenant Payment less the Allowance for Utilities equals Tenant Rent. If the Allowance for Utilities exceeds the Total Tenant Payment, the Authority will pay a Utility Reimbursement to the utility supplier or Tenant each month. The Authority may change the Allowance at any time during the term of the lease, and shall give Tenant 60 days written notice of the revised Allowance along with any resultant changes in Tenant Rent or Utility Reimbursement. If Tenant's actual utility bill exceeds the Allowance for Utilities, Tenant shall be responsible for paying the actual bill to the

supplier. If Tenant's actual utility bill is LESS than the Allowance for Utilities, Tenant shall receive the benefit of such saving. If the Authority pays a Utility Reimbursement directly to the utility supplier, the Authority will so notify the Tenant.

- (c) Tenant Responsibilities. Tenant agrees not to waste the utilities provided by the Authority and to comply with any applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels. Tenant also agrees to abide by any local ordinance or House rules restricting or prohibiting the use of space heaters in multi-dwelling units.

VII. Terms and Conditions

The following terms and conditions of occupancy are made a part of the Lease.

- (a) Use and Occupancy of Dwelling. Tenant shall have the right to exclusive use and occupancy of the dwelling unit for Tenant and other household members listed on the lease. With the prior written consent of the Authority, members of the household may engage in legal profit-making activities in the dwelling unit incidental to the residential use. This provision permits accommodation of Tenant's guests or visitors for a period not exceeding fourteen (14) days each year. Permission may be granted, upon written request to the Manager, for an extension of this provision.
- (b) Ability to Comply with Lease Terms: If, during the term of this Lease, Tenant, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this lease and cannot make arrangements for someone to aid him/her in complying with the lease, and the Authority cannot make any reasonable accommodation that would enable Tenant to comply with the lease; THEN, the Authority may assist Tenant, or designated member(s) of Tenant's family, to find more suitable housing and move Tenant from the dwelling unit. If there are not family members who can or will take responsibility for moving Tenant, the Authority may work with appropriate agencies to secure suitable housing and may terminate the Lease in accordance with Section XIV of this lease.

At the time of admission, all Tenants must identify the family member(s) to be contacted if they become unable to comply with lease terms.

- (c) Re-determination of Rent, Dwelling Size, and Eligibility. The rent amount as fixed in Part II of the Lease Agreement is due each month until changed as described below:
 - (1) The family composition is to be re-examined at least once a year. The Authority shall re-examine the income of the family at least once a year if Tenant chooses to pay income-based rent. If Tenant chooses to pay flat rent, the Authority shall re-examine the income of the family no less than every three (3) years.
 - (2) Tenant promises to supply the Authority, when requested, with accurate information about: family composition, age of family members, income and source of income of all family members, assets, and related information necessary to determine eligibility, annual income, adjusted income, and rent.

Failure to supply such information when requested is a serious violation of the terms of the lease, and the authority may terminate the lease.

All information must be verified. Tenant agrees to comply with the Authority's requests for verification by signing releases for third-party sources, presenting documents for review, or providing other suitable forms of verification.

The Authority shall give Tenant reasonable notice of what actions Tenant must take and of the date by which any such action must be taken for compliance under this section. This information will be used by the Authority to decide whether the amount of the rent should be changed, and whether the dwelling size is still appropriate for Tenant's needs.

This determination will be made in accordance with the Admissions and Occupancy Policy, which is publicly posted in the Project Office. A copy of the policies can be furnished on request at the expense of the person making the request.

- (3) Rent will not change during the period between regular re-examinations, UNLESS during such period:
 - (a) For families paying income-based rent:
 - (1) A change in household composition.
 - (2) Tenant can verify a change in his/her circumstances that would justify a reduction in rent. Tenant must report subsequent changes in circumstances, such as an increase in income, within 10 days of occurrence. If Tenant fails to report a change in circumstance within 10 days, the Authority may apply a retroactive rent charge as set forth in Section VII(c).
 - (3) It is found that the Tenant has misrepresented the facts upon which the rent is based so that the rent Tenant is paying is less than the rent that he/she should have been charged. The Authority then may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.
 - (4) Rent formulas or procedures are changed by federal law or regulation.
 - (5) Income changes to be reported:
All changes in income
All changes in source of income
 - (b) For families paying flat rent:
 - (1) If the PHA determines that the family is unable to pay the flat rent because of financial hardship.
 - i. Upon such a determination, the Authority shall immediately provide for the family to pay rent in the amount determined under income-based rent.
 - ii. Hardship is defined in the Authority's Admissions and Continued Occupancy Policy.

All changes in family composition must be reported to the Housing Manager within 10 days of the occurrence. Failure to report within the 10 days may result in a retroactive rent charge.

This Lease will NOT be revised to permit a change of family composition resulting from a request to allow adult children to move back into the unit. An exception may be made if it is determined that the move-in of a single adult child is essential for the mental or physical health of Tenant.

- (4) Rent Adjustments. Tenant will be notified in writing of any rent

adjustment due to the situations described above. All notices will state the effective date of the rent adjustment.

(a) In the case of a rent decrease, , for families paying income-based rent *and* for families switching from flat rent to income-based rent because of financial hardship, the adjustment will become effective on the first day of the month following the reported change in circumstances or change in Federal law or regulations, provided Tenant reported the change in a timely manner, as specified above (when change is based on new circumstances).

(b) In the case of a rent increase, when an increase in income occurs after a prior rent reduction and is reported within 10 days of the occurrence, the increase will become effective the first day of the second month following the month in which the change was reported.

(c) In the case of a rent increase due to a change in Federal law or regulations, the increase will become effective the first day of the second month following the month in which the Authority notifies the tenant of the law or regulatory change.

(d) In the case of any rent increase due to misrepresentation, failure to report a change in family composition, or failure to report an increase in income (after a reduction in rent per the fixed rent policy), the Authority shall apply the retroactive increase in rent to the first month that an increase would have occurred absent the misrepresentation, failure to report a change in circumstance, or increase in income. The Authority shall give Tenant 30 days notice of the retroactive charge.

(5) Transfers.

(1) Tenant agrees that if the Authority determines that the size or design of the dwelling unit is no longer appropriate to Tenant's needs, the Authority shall send Tenant written notice. Tenant further agrees to accept a new lease for a different dwelling unit of the appropriate size or design.

(2) The Authority may move a Tenant into another unit if it is determined necessary to rehabilitate or demolish Tenant's unit.

(3) If a Tenant makes a written request for special unit features in support of a documented disability, the Authority shall modify Tenant's existing unit. If the cost and extent of the modifications needed are tantamount to those required for a fully accessible unit, the Authority may transfer Tenant to another unit with the features requested at the Authority's expense.

(4) A tenant without disabilities who is housed in an accessible or adaptable unit must transfer to a unit without such features should a tenant with disabilities need the unit (at the Authority's expense).

(5) In the case of involuntary transfers, Tenant shall be required to move into the dwelling unit made available by the Authority. Tenant shall be given 15 days time in which to move following delivery of a transfer notice. If Tenant refuses to move, the Authority may terminate the Lease.

(6) Involuntary transfers are subject to the Grievance Procedure, and no such transfers may be made until either the time to request a Grievance has expired or the procedure has been completed.

(7) The Authority will consider any Tenant requests for transfers in accordance with the transfer priorities established in the Admissions

and Occupancy Policies.

(8) The Authority will consider de-concentration of poverty and income-mixing goals when offering transfers, including skipping families on the transfer list and offering rent incentives to higher income families moving into lower income developments.

Authority Obligations

The Authority shall be obligated:

- (a) To maintain the dwelling unit and the project in a condition that is decent, safe, sanitary, and in good repair;
- (b) To comply with the requirements of applicable building codes, housing codes, Uniform Physical Condition Standards and other HUD regulations materially affecting health and safety;
- (c) To make necessary repairs to the dwelling unit;
- (d) To keep project building, facilities, and common areas, not otherwise assigned to Tenant for maintenance and upkeep, in a clean and safe condition;
- (e) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators supplied or required to be supplied by the Authority;
- (f) To provide and maintain appropriate receptacles and facilities (except container for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish, and other waste removed from the premises by Tenant as required by this Lease, and to provide disposal service for garbage, rubbish and other solid waste;
- (g) To supply running water and reasonable amounts of hot water and reasonable amount of heat at appropriate times of the year according to local custom and usage; EXCEPT where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of Tenant and supplied by a direct utility connection;
- (h) To notify Tenant of the specific grounds for any proposed adverse action by the Authority. (Such adverse action includes, but is not limited to, a proposed lease termination, transfer of Tenant to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities.) When the Authority is required to afford Tenant the opportunity for a hearing under the Authority's grievance procedure for a grievance concerning a proposed adverse action:
 - (1) The notice of the proposed adverse action shall inform Tenant of the right to request such hearing. In the case of lease termination, a notice of lease termination that complies with 966.4(1)(3) shall constitute adequate notice of proposed adverse action.
 - (2) In the case of proposed adverse action other than a proposed lease termination, the Authority shall not take the proposed action until time to request such a hearing has expired and (if hearing was timely requested) the grievance process has been completed.

(i) Reasonable Accommodations for Residents with Disabilities:

Housing providers must make reasonable accommodations in lease and other policy requirements when requested by a qualified resident with disabilities. The concept of reasonable accommodation involves helping a resident meet essential lease requirements; it does not require the lowering or waiving of essential requirements. Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue financial or administrative burdens on the housing provider.

(i) To not reduce Tenant's rent due to a reduction in welfare assistance when the welfare reduction is a result of:

- (1) Fraud; or
- (2) Failure to participate in an economic self-sufficiency program; or
- (3) Failure to participate in a work activities requirement.

The Authority will verify the above circumstances through a local agreement with the welfare department and to verify such circumstances as quickly as possible.

Refusal to reduce Tenant's rent is not applicable if the welfare reduction results from:

- (1) The expiration of a lifetime limit on receiving welfare benefits; or
- (2) When the family has sought but cannot find employment; or
- (3) The family has complied with welfare program requirements but loses welfare because of a durational time limit.

IX. Tenant's Obligations

Tenant shall be obligated:

- (a) Not to assign the Lease, nor sublease the dwelling unit.
 - (1) Not to give accommodation to boarders or lodgers;
 - (2) Not to give accommodation to long term guests (in excess of 14 days per 12 months) without the advance written consent of the Authority.
- (b) To use the dwelling unit solely as a private dwelling for Tenant and Tenant's household as identified in PART II of the Lease, and not to use or permit its use for any other purpose
- (c) This provision does not exclude the care of foster children or live-in care of a member of Tenant's family, provided the accommodation of such persons conforms to the Authority's Occupancy standards, and so long as the Authority has granted prior written approval for the foster child(ren), or live-in aide to reside in the unit.
- (d) To abide by necessary and reasonable regulations promulgated by the Authority for the benefit and well being of the housing project and Tenants. These regulations shall be posted in a conspicuous manner in the project office and incorporated by reference in this Lease. Violation of such regulations constitutes a violation of the Lease.
- (e) To comply with the requirements of applicable state and local building or housing codes, materially affecting health and/or safety of Tenant and

household.

- (f) To keep the dwelling unit and other such areas as may be assigned to Tenant for exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways for the exclusive use of Tenant, free from hazards and trash and keeping the yard free of debris and litter. Exceptions to this requirement may be made for Tenants who have no household members able to perform such tasks because of age or disability.
- (g) To dispose of all garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner only in containers approved or provided by the Authority. To refrain from, and cause members of Tenant's household or guest to refrain from, littering or leaving trash and debris in common areas.
- (h) To use only in reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning, and other facilities and appurtenances including elevators.
- (i) To refrain from destroying, defacing, damaging, or removing any part of the dwelling unit or project and to keep household and guests from destroying, defacing, damaging, or removing any part of dwelling unit or project.
- (j) To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, project buildings, facilities, or common areas caused by Tenant, household members or guests.
- (k) To act, and cause household members or guests to act in a manner that will:
 - (1) Not disturb other residents' peaceful enjoyment of their accommodations; and
 - (2) Be conducive to maintaining all Authority projects in a decent, safe, and sanitary condition.
- (l) To ensure that all members for the family who are subject to the community service requirement are complying with the community service requirement, or are no longer residing in the unit (Section 12, USHA).
 - (1) Community service requires that each non-exempt adult resident shall contribute eight (8) hours per month of community service (not including political activities), or participate in an economic self-sufficiency program for eight (8) hours per month.
 - (a) Exemption is provided subject to specific requirements as described in the Authority's Admissions and Continued Occupancy Policy, upon verification.
 - (b) Tenant must immediately notify the Authority of any change that affects a household member's exemption for the community service requirement, specifically if the household member no longer meets the exemption requirements.
 - (2) Noncompliance: The Authority shall determine annually if non-exempt adult residents are in compliance. This Lease shall not be renewed or extended unless the head of household and the noncompliant adult, before the lease expiration date, enter into an agreement to make up the hours within the next twelve (12) month period.
- (m) To assure that Tenant, any member of the household, a guest, or another person under Tenant's control, shall not engage in:
 - (1) Any criminal or other activity that threatens the health, safety, or right

to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority, or;

- (2) Any drug-related criminal activity on or off the premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of tenancy, and for eviction from the unit. (For the purposes of this lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance as defined in RCW 69.50 of the Uniform Controlled Substances Act.)
- (3) Any abuse (or pattern of abuse) of alcohol, drugs or medication that affects the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Authority.
- (n) To make no alterations or repairs or re-decorations to the interior of the dwelling unit or to the equipment, nor to install additional equipment or major appliances without written consent of the Authority. To make no changes to locks or install new locks on exterior doors without the Authority's written approval. To use no nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers excepted) without authorization by the Authority.
- (o) To give prompt prior notice to the Authority, in accordance with Section XII hereof, of Tenant's leaving dwelling unit unoccupied for any period exceeding one calendar week.
- (p) To act in a cooperative manner with neighbors and the Authority's Staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and the Authority's staff.
- (q) Not to display, use, or unlawfully possess or allow members of Tenant's household or guests to display, use or unlawfully possess any firearms, (operable or inoperable) or other offensive weapons as defined by the laws and courts of the State of Washington anywhere in the unit or elsewhere on the property of the Authority.
- (r) To take reasonable precautions to prevent fires and to not store or keep flammable materials upon the premises.
 - (1) To not disconnect or disable any smoke alarm in the dwelling unit. Tenant disconnection or disabling of any smoke alarm is a health and safety violation
 - (2) To notify the Authority immediately when any smoke alarm is not operable.
- (s) To not obstruct sidewalks, areaways, galleries, passages, elevators, or stairs, and to not use these for purposes other than going in and out of the dwelling unit.
- (t) To not erect, attach or hang any radio or television antenna or satellite dish on or from any part of the dwelling unit, except that an antenna or satellite dish may be used in the interior of the dwelling unit, in accordance with regulations set forth by the Authority and with the written approval of the Authority.
- (u) To not place signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority.
- (v) To insure that no member of their household keeps, maintains, harbors, or boards any dog, cat, livestock, or pet of any nature in the dwelling unit or on

the grounds of any Authority development except in accordance with the Authority's pet policy. However, in any development, a person with a disability may keep a companion or service animal that is needed as a reasonable accommodation for his or her disability. An animal needed as a reasonable accommodation is not subject to the Authority's pet policy, although it is subject to reasonable health and safety rules.

- (w) To drive safely on the roadway and not drive over any curb, walk, lawn or landscaping. To park any vehicle only in any areas designated by the Authority and in the space assigned to Tenant. To refrain from parking any vehicle in any right-of-way, firelane, or other area not specifically designated for parking. To abide by the limit of two (2) vehicles per household, and to not store or park any boat, trailer, camper, bus or commercial vehicle on the leased premises or project grounds without prior written approval of the Authority. To not permit vehicles such as motorbikes, motorcycles, or motorscooters inside the dwelling unit. To not engage in or permit any vehicle repairs on the leased premises or project site without prior written approval of the Authority. To remove from the Authority property any vehicle without valid registration or that is not road-worthy and in running condition. Any inoperable or unlicensed vehicle will be removed from Authority property at Tenant's expense pursuant to state law.
- (x) To remove any personal property left on Authority property when Tenant leaves, abandons, or surrenders the dwelling unit. Property left by the tenant will be stored and/or disposed of by the Authority pursuant to RCW Chapter 59.18. Costs for storage and disposal shall be assessed against the former Tenant.
- (y) To use reasonable care to keep the dwelling unit in such condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. TENANT SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO THE DWELLING UNIT, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds of the Project. Tenant's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.
- (z)
 - (1) Not to commit any fraud in connection with any Federal housing assistance program, and
 - (2) Not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease.
- (aa) To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities.

IX. Defects Hazardous to Life, Health or Safety

In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants:

Authority Responsibilities:

- (a) The Authority shall be responsible for repair of the unit within a reasonable period of time after receiving notice from Tenant, provided, if the damage was caused by Tenant, household members, or guests, the reasonable cost of the repairs shall be charged to Tenant.
- (b) The Authority shall offer Tenant a replacement dwelling unit, if available, if

necessary repairs cannot be made within a reasonable time. The Authority is not required to offer Tenant a replacement unit if the hazardous condition was caused by Tenant, household members, or guests.

- (c) Tenant shall accept any replacement unit offered by the Authority.
- (d) In the event repairs cannot be made by the Authority, as described above, or alternative accommodations are not provided, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling. No abatement of rent shall occur if Tenant rejects alternative accommodations or if the damage was caused by Tenant, household members, or guests.
- (e) If the Authority determines that the dwelling unit is untenantable because of imminent danger to the life, health, and safety of Tenant, and alternative accommodations are refused by Tenant, this Lease shall be terminated, and any rent paid will be refunded to Tenant.

Tenant Responsibilities:

- (a) Tenant shall immediately notify the Project Manager of the damage and intent to abate rent, when the damage is or becomes sufficiently severe that Tenant believes he/she is justified in abating rent.
- (b) Tenant agrees to continue to pay full rent, less the abated portion agreed upon by the Authority, during the time in which the defect remains uncorrected.

X. Inspections

- (a) Move-in Inspection. The Authority and Tenant or representative shall inspect the dwelling unit prior to occupancy by Tenant. The Authority will give Tenant a written statement of the condition of the dwelling unit, both inside and outside, and note any equipment provided with the unit. The statement shall be signed by the Authority and Tenant and a copy of the statement retained in Tenant's folder. Any deficiencies noted on the inspection report will be corrected by the Authority, at no charge to Tenant.
- (b) Other Inspections. The Authority will inspect the unit at least annually to check needed maintenance, tenant housekeeping, and other lease compliance matters. Tenant will receive a written statement of the charges, if any, for repairs or removal of non-approved alterations to the unit.
- (c) Move-Out Inspection. The Authority will inspect the unit at the time Tenant vacates and give Tenant a written statement of the charges, if any, for which Tenant is responsible. Tenant and/or representative may join in such inspection, unless Tenant vacates without notice to the Authority.

XI. Entry of Premises During Tenancy

- (a) Tenant Responsibilities:
 - (1) Tenant agrees that the duly authorized agent, employee, or contractor of the Authority will be permitted to enter Tenant's dwelling unit as required for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit, or showing the unit.
 - (2) Tenant shall not unreasonably withhold consent to the Authority, its agents, employees or contractors to enter into the dwelling unit. Tenant's request for maintenance shall constitute permission to enter.
- (b) Authority's Responsibilities

- (1) The Authority shall give Tenant at least 48 hours written notice that the Authority intends to enter the unit.
- (2) When tenant has requested repairs or maintenance, Authority may enter during reasonable hours without further notice to Tenant.
- (3) The Authority may enter the dwelling unit without consent of the tenant in case of emergency or abandonment.
- (4) If Tenant and all adult members of the household are absent from the dwelling unit at the time of entry, the Authority shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit.

XII. Notice Procedures

- (a) Tenant Responsibility. Any notice to Authority must be in writing, delivered to the Project Office or to Authority's central office, or sent by prepaid first-class mail, properly addressed.
- (b) Authority Responsibility. Notice to Tenant must be in writing, delivered to Tenant or to any member of the household of suitable age and discretion, residing in the dwelling unit, or sent by prepaid first-class mail addressed to Tenant. This section applies to all Notices except notices to terminate the tenancy, which shall be served pursuant to statute.
 - (1) Unopened, cancelled, first class mail returned by the Post Office shall be sufficient evidence that notice was given, whether signed or unsigned.
 - (2) If Tenant is visually impaired, all notices will be in an accessible format.

XIII. Termination of the Lease

In terminating the Lease, the following procedures shall be followed by the Authority and Tenant:

- (a) This Lease may be terminated only for serious or repeated violations of material terms of the Lease, such as failure to make payments due under the lease or to fulfill Tenant obligations set forth in Section XIII above, or for other good cause. Such serious or repeated violation of terms shall include but not be limited to:
 - (1) The failure to pay rent or other payment when due;
 - (2) Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the 5th of the month. Three (3) such late payments within a 12-month period shall constitute a repeated late payment;
 - (3) Failure to pay utility bills when Tenant is responsible for paying such bills directly to the supplier of utilities;
 - (4) Misrepresentation of family income, assets, or composition;
 - (5) Failure to supply, in a timely fashion, any certification, release, information, or documentation on Family income or composition

needed to process annual reexaminations or interim re-determinations.

- (6) Failure to accept and execute an amendment or written rider to lease after the Authority provides at least 60 days notice of the proposed effect of the amendment or written rider and provides the tenant a reasonable time to respond to the offer to accept and executive the amendment or written rider;
- (7) Serious or repeated damage to the dwelling unit, creation of physical hazards in the unit, common areas, grounds, or parking areas of any project site;
- (8) Failure to accept the Authority's offer of a lease revision if the Tenant refuses to accept a revision to the lease after being given at least 60 days notice of its proposed effect and being allowed reasonable time to respond to the offer;
- (9) Criminal or other activity by Tenant, household member, guest, or other person under Tenant's control, or any activity that threatens the health, safety or right to peaceful enjoyment of the Authority's public housing premises by other tenants, employees, or other persons residing in the vicinity, or any drug-related criminal activity on or off the premises.
- (10) If a member of the household is:
 - (a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees.
 - (b) Violating a condition of probation or parole imposed under Federal or State law or local ordinance.
- (11) Alcohol, drug or medication abuse that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- (12) Weapons or illegal drugs seized in an Authority unit by a law enforcement officer;
- (13) Any fire on Authority premises caused by the actions or negligence of a tenant, household member or guest.
- (14) Failure to abide by necessary and reasonable rules made by Authority for the benefit and well being of the project and Tenants.
- (15) Failure to dispose of garbage, waste and rubbish in a safe and sanitary manner.
- (16) Failure to allow inspection of the dwelling unit.
- (17) Determination or discovery that Tenant or any member of the household is a registered sex offender.
- (18) Failure to perform required community service or be exempted therefrom.
- (19) Continued noncompliance of the community service requirement, on the part of any non-exempt adult resident.
 - (a) Continued noncompliance is defined as the 12-month period after the head of household and non-compliant non-exempt

adult has signed an agreement that the non-compliant non-exempt adult shall cure the noncompliance by making up the community service hours in the subsequent 12 months.

- (b) This continued noncompliance would result in eviction of the entire family, unless the non-compliant family member is no longer part of the household.
- (20) The second incident in a one year period of disconnecting the batteries, removing or disabling any smoke detector in a dwelling unit.
 - (21) Or other good cause.
- (b) The Authority shall terminate assistance *permanently* for persons convicted of manufacturing or producing methamphetamine on premises.
 - (1) "Premises" is building or complex in which the dwelling unit is located, including common areas and grounds.
 - (c) The Authority shall give written notice of the proposed termination of the Lease of:
 - (1) 14 days in the case of failure to pay rent;
 - (2) A reasonable time, but not to exceed 30 days, considering the seriousness of the situation when the health or safety of other tenants or Authority staff is threatened;
 - (3) 30 days in any other case.
 - (d) The Notice of Termination:
 - (1) The Notice of Termination to Tenant shall state specific reasons for the termination, shall inform Tenant of his/her right to make such reply as he/she may wish, and of Tenant's right to examine Authority documents directly relevant to the termination or eviction.
 - (2) When the Authority is required to offer Tenant the opportunity for a grievance hearing, the notice shall also inform Tenant of the right to request such a hearing in accordance with the Authority's grievance procedures.
 - (3) Any notice to vacate (or quit) which is required by State or local law may be combined with, or run concurrently, with the notice of lease termination under this section.

The Notice to Vacate must be in writing, and specify that if Tenant fails to quit the premises within the applicable statutory period, appropriate action will be brought against Tenant, and Tenant may be required to pay the costs of court and attorney's fees.
 - (4) When the Authority is required to offer Tenant the opportunity for a grievance hearing under the Authority's grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any Notice to Vacate under State or local law has expired) until the period to request a hearing has expired, or (if a hearing is requested) the grievance process has been completed.
 - (5) When the Authority is not required to offer Tenant the opportunity for a hearing under the grievance procedure and the Authority has decided to exclude such grievance from Authority grievance procedure, the notice of lease termination shall:

- (a) State that Tenant is not entitled to a grievance hearing on the termination;
 - (b) Specify the judicial eviction procedure to be used by the Authority for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations; and
 - (c) State whether the eviction is for a criminal activity that threatens health and safety of resident or staff or for drug-related criminal activity.
- (6) The Authority may evict a Tenant from the unit either by bringing a court action; or as an alternative, the Authority may evict by bringing an administrative action if law of the jurisdiction permits eviction by administrative action, after a due process administrative hearing, and without a court determination of the rights and liabilities of the parties. In order to evict without bringing a court action, the Authority must afford the Tenant an opportunity for a pre-eviction hearing in accordance with the PHA grievance procedure. The hearing notice will advise persons with disabilities of their rights to request a reasonable accommodation.
- (7) Tenant may terminate this Lease by giving written notice to the Authority that must be received at least 20 days before the end of the month.
- (8) In deciding to evict for criminal activity, the Authority shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the proscribed activity and on the family's neighbors. In appropriate cases, the Authority may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will neither reside in nor visit the unit. The Authority may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit.

When the Authority evicts a tenant from a dwelling unit for criminal activity, the Authority shall notify the local post office serving that dwelling unit that such individual or family is no longer residing in the unit so the post office will stop mail delivery for such persons and they will have no reason to return to the unit.

XIV. Waiver

No delay or failure by the Authority in exercising any right under this lease agreement, and no partial or single exercise of any such right shall constitute a waiver (post or prospective) of that or any other right, unless otherwise expressly provided herein. Neither the acceptance of rent nor any other act or omission of Authority at any time or times after the happening of any event authorizing the cancellation or forfeiture of this Lease shall operate as a Waiver of any past or future violation, breach or failure to keep or perform any covenant, agreement, term or condition hereof, or to deprive Authority of its right to cancel or forfeit this Lease upon the Notice required by law, at any time that cause for cancellation or forfeiture may exist, or be construed so as to at any future time estop Authority from properly exercising any other option, right or remedy that it may have under any term or provision of this Lease.

XV. Housekeeping Standards

In an effort to improve the livability and conditions of the apartments owned and

managed by the Authority, uniform standards for resident housekeeping have been developed for all tenant families.

- (a) Authority Responsibility. The standards that follow will be applied fairly and uniformly to all Tenants. The Authority will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Authority will notify Tenant in writing if he/she fails to comply with the standards. The Authority will advise Tenant of the specific correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time, the Authority will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms and good cause for termination of the lease. Training will be available at no cost to any Tenant requesting or needing assistance in complying with the Housekeeping Standards.
- (b) Tenant Responsibility. Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a serious violation of the lease terms and can result in eviction.
- (c) Housekeeping Standards. Inside the Apartment

General--

- (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- (2) Floors: should be clean, clear, dry and free of hazards.
- (3) Ceilings: should be clean and free of cobwebs.
- (4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
- (5) Woodwork: should be clean, free of dust, gouges, or scratches.
- (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- (7) Heating units: should be dusted and access uncluttered.
- (8) Trash: shall be disposed of properly and not left in the unit.
- (9) Tenant shall not cause unit to be kept in a manner that promotes the infestation of rodents and/or insects.

Kitchen--

- (1) Stove: should be clean and free of food and grease.
- (2) Refrigerator: should be clean. Freezer door should close properly and have no more than one inch of ice.
- (3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- (4) Exhaust Fan: should be free of grease and dust.
- (5) Sink: should be clean, free of grease and garbage. Dirty

dishes should be washed and put away in a timely manner.

- (6) Food storage areas: should be neat and clean without spilled food.
- (7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom--

- (1) Toilet and tank: should be clean and odor-free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (3) Lavatory: should be clean
- (4) Exhaust fans: should be free of dust.
- (5) Floor: should be clean and dry.

Storage Areas--

- (1) Linen closet: should be neat and clean.
- (2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.

(d) Housekeeping Standards: Outside the Apartment

The following standards apply to family and scattered site development only; some standards apply only when the area noted is for the exclusive use of Tenant:

- (1) Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
- (2) Porches (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
- (3) Steps (front and rear): should be clean, and free of hazards.
- (4) Sidewalks: should be clean and free of hazards.
- (5) Storm doors: should be clean, with glass or screens intact.
- (6) Parking lot: should be free of abandoned cars. There should be no car repairs in the lots.
- (7) Hallways: should be clean and free of hazards.
- (8) Stairwells: should be clean and uncluttered.
- (9) Laundry areas: should be clean and neat. Remove lint from dryers after use.
- (10) Utility room: should be free of debris, motor vehicle parts, and flammable materials.

XVI. Miscellaneous Provisions

The following provisions apply to this Agreement:

- (a) Attorney's Fees. In the event of any dispute between the parties arising out of or in connection with this Agreement, the substantially prevailing party in any action or proceeding to resolve the same shall be entitled to recover their costs and expenses incurred, including reasonable attorney's fees.
- (b) Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.
- (c) Entire Agreement. This Agreement represents the entire agreement between the parties with respect to the subject matter hereof. All prior negotiations, agreements, representations, warranties or other matters of like or any other nature shall be of no further force or effect and are superseded by this Agreement. All modifications to this Agreement shall be in the form of a written addendum and shall be signed by both parties.
- (d) Counterparts. This Agreement may, but need not be, executed in one or more counterparts, all of which counterparts taken as a whole shall be deemed the entire Agreement.
- (e) Severability. In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.

TENANT AGREES THAT ALL THE PROVISIONS OF THIS LEASE HAVE BEEN READ AND ARE UNDERSTOOD AND FURTHER AGREES TO BE BOUND BY ITS PROVISIONS AND CONDITIONS AS WRITTEN. (Signature required on Part II of the lease.)

PART II

THIS AGREEMENT is executed between the Kitsap County Housing Authority (herein called "KCCHA"), and _ (herein called the "Tenant"), and becomes effective as of this date:

(1) **Unit:** The PHA, relying upon the representations of Tenant as to Tenant's income, household composition and housing need, leases to Tenant, (upon Terms and Conditions set forth in Part I of this Lease agreement) the dwelling unit LOCATED at

_____ (and hereinafter called the "premises") to be occupied exclusively as a private residence by Tenant and household. The Tenant UNIT NUMBER is: _____.

(2) **Household Composition:** The Tenant's household is composed of the individuals listed below. After listing Head or Spouse, each household member should be listed by age, oldest to youngest. All members of the household over age 18 shall execute the lease.

NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY #
1.			
2.			
3.			
4.			
5.			

(3) **Term:** The term of this lease shall be one calendar month, renewed as stipulated in Part I of the Lease.

(4) **Rent:**

Tenant chooses to pay **FLAT RENT**. Flat rent does not include a utility allowance. Initial rent (prorated for partial month of _____, _____) shall be \$ _____. Thereafter, **flat rent in the amount of \$ _____ per month** shall be payable in advance on the first day of each month, and shall be delinquent after the fifth day of said month.

Tenant chooses to pay **INCOME-BASED RENT**. Initial rent (prorated for partial month OF _____, _____) shall be \$ _____. Thereafter, **income-based rent in the amount of \$ _____ per month** shall be payable in advance on the first day of each month, and shall be delinquent after the fifth day of said month

(5) **Utilities and Appliances:**

PHA-Supplied Utilities -- If indicated by an (X) below, PHA provides the indicated utility as part of the rent for the premises:

() Electricity () Natural Gas () Heating Fuel
(X) Garbage (X) Water () Other: Sewer/Septic

If indicated by an (X) below, the Authority shall provide the following appliances for the premises:

(X) Cooking Range (X) Refrigerator

(6) **Utilities Allowances:**

Tenant-Paid Utilities -- If indicated by an (X) below, the Authority shall provide Tenant paying income-based rent with a Utility Allowance in the monthly amount N/A for the following utilities paid directly by the Tenant to the Utility supplier:

() Electricity () Gas () Heat () Water () Sewerage

- (7) **Security Deposit:** Tenant agrees to pay **\$150.00** as a security deposit. See Part I of this lease for information on treatment of the Security Deposit.

- (8) **Pet Fumigation Fee:** Tenant shall pay \$ N/A toward the cost of fumigating the premises at termination of tenancy. This payment is non-refundable.

- (9) **Execution:** By Tenant's signature below, Tenant and household agree to the terms and conditions of Part I and II of this lease and all additional documents made a part of the lease by reference. By the signature(s) below I/we also acknowledge that the Provisions of Part I of this Lease Agreement have been received and thoroughly explained to me/us.

TENANT _____	DATE _____
CO-TENANT _____	DATE _____
CO-TENANT _____	DATE _____
MANAGER _____	DATE _____
WITNESS _____	DATE _____

TENANT'S CERTIFICATION

I, _____, hereby certify that I, and other members of my Household, have not committed any fraud in connection with any federal housing assistance program, unless such fraud was fully disclosed to the Authority before execution of the lease, or before the Authority's approval for occupancy of the unit by the Household member. I further certify that all information or documentation submitted by myself or other Household members to the Authority in connection with any federal housing assistance program (before and during the lease term) are true and complete to the best of my knowledge and belief.

Tenant's Signature: _____ Date _____

ATTACHMENTS

If indicated by an (X) below, the Authority has provided the tenant with the following attachments and information:

- Part I of this Lease
- Housekeeping Standards
- Standard Maintenance Charges (May be updated)
- Pet Policy
- Grievance Procedure (May be updated)
- Complaint Procedure
- Condition of Premises Statement
- Community Service Requirement
- Watch Out for Lead Paint Poisoning
- Other: Landlord/Tenant Law Booklet

STATEMENT ON RECEIPT OF INFORMATION

I/We have received a copy of the above information including "The Danger of Lead Poisoning to Homeowners" and "The Danger of Lead Poisoning to Renter." The above information has been thoroughly explained to me/us. I/We understand the possibility the lead-based paint may exist in the unit.

Tenant' Signature: _____ Date: _____

Office Address:
9307 Bayshore Drive NW
Silverdale, WA 98383
HOURS: 8:00-4:30 M-F

Telephone Number: (360) 535-6100
FAX Number: (360) 692-4374
TDD: (360) 698-3621

EMERGENCY MAINTENANCE TELEPHONE NUMBER: (360) 478-5895
Monday through Friday after: 5:00 p.m. and on weekends and holidays.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$29,912.00

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The goal of our PHDEP Plan is to strengthen developmental assets among youth and their families in an effort to build healthy drug and crime free Public Housing communities. This will be a comprehensive approach between the Housing Authority, residents, law enforcement, schools and community partners to help lead residents towards a better quality of life and self-sufficiency. Through a series of prevention strategies our activities will involve opportunities in the areas of drug awareness, youth mentoring, leadership, academic support, and positive family interaction that promotes family bonding and improved parenting skills. Our expected outcomes are a reduction of neighborhood crime, improved family relationships and a better connection to community resources and support.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Nollwood	48	163
Fairview	38	148
Coventry	15	59
Golden Tides I	15	15
Austrubruin	10	38
Brownsville-Scattered	15	50

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months 18 Months _____ 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fi cal Year of Funding	PHDEP Funding Received	Gra it #	Fu d Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	X	WA19DEP0360195	0		
FY 1996	X	WA19DEP0360196	0		
FY 1997	X	WA19DEP0360197	0		
FY 1998	X	WA19DEP0360197	\$1,500.00	0	3/2000
FY 1999	X	WA19DEP036 0199	\$27,000.00	0	12/2000

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The two main goals of the PHDEP FY 2000 strategy are to reduce public housing youth involvement in drug and criminal activity and to increase positive family interaction of public housing residents. Our 1st objective is to maintain a reduction in neighborhood break-ins associated with burglaries and thefts over a 12-month period through active resident participation in their communities. Our 2nd objective is to maintain a reduction in juvenile crime specifically vandalism over a 12 month period by continuing to build on our after-school and summer youth programs in partnership with the YWCA, CampFire Boys and Girls, Kitsap County School Districts, Literacy Council and community volunteers. Our 3rd objective is to strengthen family support to reduce domestic and physical violence in KCCHA neighborhoods over a 12 month period through a series of family focused activities, parenting, literacy and healthy life skill training's in partnership with the Literacy Council, Project Family and WSU Cooperative Extension. Quantitative and qualitative measures will be used. We will evaluate and monitor activities through improved physical appearance of neighborhood and pride in ownership through resident participation in neighborhood programs. We will monitor the increase in attendance and enrollment of youth attending our after-school and summer program as well as observe if youth are demonstrating protective factors in their daily lives. Base line data will be compare on the number of 911 calls into neighborhoods to monitor if there is an increase or reduction in crime. Adults will be monitored through attendance and evaluations from parenting, literacy and life-skill workshop as well as attendance and active participation with their children at family oriented events.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 – Physical Improvements	
9160 – Drug Prevention	\$29,912.00
9170 – Drug Intervention	
9180 – Drug Treatment	
9190 – Other Program Costs	
TOTAL PHDEP FUNDING	\$29,912.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9160 - Drug Prevention					Total PHDEP Funding: \$29,912.00		
Goal(s)	Reduce public housing youth involvement in drug and criminal activity and increase positive family interaction in building drug and crime free communities.						
Objectives	Maintain a reduction in neighborhood crimes associated with burglaries and thefts through active resident participation in their communities.						
	Reduce juvenile crime in KCCHA neighborhoods over the next 12 months by strengthening assets of youth through our after-school and summer programs.						
	Strengthen family support to reduce domestic and physical violence in KCCHA neighborhoods through family focused activities and training's.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Community Cleanup and Yard Beautification incentive program.	48	Adults/youth	6/2001	9/2001	\$200		Improved physical appearance.
2.Program Staffing- .5 staff		Adults/youth	12/2001	12/2002	\$15,974		Coordination and recruitment
3. Transportation/mileage costs	1	Staff	12/2001	12/2002	\$900		
4. Training	1	Staff			\$500		Improved facilitation of prevention programs.
5. Postage	136x4	Adults/youth	12/2001	12/2002	\$200		Improved communication
6. Phone	1	Staff	12/2001	12/2002	\$500		
7.Tutorial – “Homework Clubs”	40	Youth	12/2001	12/2002	\$800	\$6,800 Schools	Increased grades, reduced truancy
8.YWCA Smart Kids	30	Youth	1/2001	6/2002	\$500	\$500 YWCA	Improved academic performance.
9. Teen Challenge	30	Youth	12/2001	12/2002	\$2,500		Positive bonding with mentors. Leadership
10 . Summer Rec Program	100	Youth	6/2001	8/2002	\$800	\$ 1,200 Camp Fire	Positive peer interaction.
11. Summer Rec Staff	2	Staff	6/2001	8/2002	\$3,460		Positive role models
12. Mother Read/Father Read Incentive Program	25	Adults	9/2002	10/2002	\$200	\$1,000 WEA grant	Increased Literacy Family interaction
13. Family Oriented Activities	125	Adult	12/2001	12/2002	\$1,378		Neighborhood Cohesiveness
14. Family Camp	125	Adults/youth	8/2002	8/2002	\$2 000		Family Bonding

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Fund: By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Fund by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	Activities 1-14	\$29,912	Activities 1-14	\$29,912
9170				
9180				
9190				
TOTAL		\$29,912		\$29,912

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

STATEMENT OF PROGRESS IN MEETING 5-YEAR PLAN
MISSION AND GOALS

Kitsap County Consolidated Housing Authority is continuing to assist non-profit programs in their effort to provide housing with specialized services for homeless persons, people who are affected by chronic mental illness, families in transition, frail elderly and other special needs groups.

Kitsap County Consolidated Housing Authority has purchased land and is in the process of building independent apartments for individuals who are affected by chronic mental illness. KCCHA continues to partner with county and state agencies, both profit and not-for-profit to provide support and assistance with the Drug Court, with the Kitsap County Continuum of Care 5 Year Plan and yearly Action Plan, and with the Washington State Housing Authorities.

Kitsap County Consolidated Housing Authority's Self-Help program will build over 70 Self-Help affordable single-family homes in Kitsap, Mason, Clallham, and Thurston counties. Kitsap County Consolidated Housing Authority has completed the sales of Fjord Gardens and is in the transition phase to the Homeowner's Associate at Viking's Crest condominium units in Poulsbo.

Kitsap County Consolidated Housing Authority will have a groundbreaking ceremony at Ford Ward Parade Grounds in June of 2001, provided affordable single-family homes on Bainbridge Island.

Kitsap County Consolidated Housing Authority continues to work to preserve existing multi-family units of affordable housing. KCCHA is in the process of acquiring three USDA Rural Development financed properties in Kitsap County containing a total of 156 units. These purchases are expected to be complete by year-end 2001. KCCHA is also in the process of purchasing an existing 144 unit conventional apartment which would be partially converting to affordable units.

Kitsap County Consolidated Housing Authority is a Participating Administrative Entity for HUD reviewing properties for renewal of Section 8 project based subsidy.

Kitsap County Consolidated Housing Authority serves as Chair for 2001 Finding Your Way Home and has initiating the First-Time Homebuyer Education and Housing Counseling program through the ROSS application. Kitsap County Consolidated Housing Authority has partnered with Literacy Council to bring Readiness to Learn program to 35 Nollwood resident families, and is awaiting RTL funding to serve the Fairview community. Fairview Homework Club currently has an average attendance of 25 students and four community volunteers per session (once a week.)

Kitsap County Consolidated Housing Authority's Teen Challenge program has received a \$25,000 grant for programming and averages 40 youths per session. KCCHA is focusing on local employers to hire KCCHA PH youth for summer work.

*Public Housing Agency Organization: Required Resident Membership on Board
of Directors or Similar Governing Body*

Resident Member of Board of Directors:

John B. Allan
9265 Bayshore Drive NW, #7
Silverdale, WA 98383

Method of Selection:

Appointment

Term of Appointment:

Four years from date of swearing in or upon
resignation of Resident Member, whichever
comes first.

*Public Housing Agency Organization: Membership of the Resident Advisory
Board*

Keith A. Underwood
John B. Allan
Angelina Auila
Brian Littlefield
Carmen Moore
Darold A. Caldý
Cyndie S. Russell
Steve Fredrickson
Michael Mina
Bernadette Babauta