

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
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: Housing Authority of Thurston County

PHA Number: WA049

PHA Fiscal Year Beginning: (mm/yyyy) 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
- Olympia 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)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[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)

The ultimate goal of the Housing Authority of Thurston County is to assist families and individuals to secure long-term permanent housing. When this is accomplished, the individual and family can begin to address the other factors that have caused crisis and instability in their lives.

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)
Work with landlords to correct deficiencies to units in a timely manner.

- 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)
 1. Adopt payment standards that do not unduly restrict housing choices for participants.
 2. Study the implementation of homeownership programs and vouchers to determine applicability to Thurston County.

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)
 1. Staff remains knowledgeable about support services in the community in order to make referrals or to help link individuals with needed resources.
 2. Participate in community consortium of service providers in order to maintain linkages between housing and services.
 3. Develop policies that are consistent with individuals achieving their maximum level of self-sufficiency.
 4. Continue to operate a Family Self-Sufficiency program for a minimum of 54 families as long as funding is available to support staff. We will go to a maximum of 125 families under the program.
 5. Continue to operate and staff the Community Services Division to provide housing support services to at risk and homeless families.
 6. Continue to seek housing support services/case management funding and FSS funding to further increase capacity.
 7. Set aside ten vouchers for the purpose of assisting in transitional housing for graduates of the transition programs. Staff to develop a pilot program by January 2001.

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)

Annual PHA Plan
PHA Fiscal Year 2000
[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.

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.

Table of Contents

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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 2000 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 2000 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)

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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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 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	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input 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	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
	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
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	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
X	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 903.79 (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	Afford- - ability	Supply	Quality	Access- - ibility	Size	Loca- - tion
Income <= 30% of AMI	2,943	5	5	2	2	2	2
Income >30% but <=50% of AMI	2,635	4	3	2	2	2	2
Income >50% but <80% of AMI	2,556	2	2	2	2	2	2
Elderly	1,494	3	2	2	2	2	2
Families with Disabilities	Unknown						
Hispanic	369	5	5	2	2	2	2

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:
- 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)
Table III-13, The Profile, 1999

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 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	1,334		
Extremely low income <=30% AMI	1,001	75%	
Very low income (>30% but <=50% AMI)	293	22%	
Low income (>50% but <80% AMI)	40	3%	
Families with children	656	50%	
Elderly families	32	3%	
Families with Disabilities	617	47%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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)

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)
 1. Plan to meet the federal targeting requirement by maintaining that 75% of all new admissions to the Section 8 Program will be families at or below 30% of area median income.

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)

Welfare to Work vouchers will be targeted to families at or below 50% of AMI

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)
Maintain knowledge of available assistance to the elderly.

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)
The Housing Authority works with all families to assure that they have access to the full gamete of housing choices in the county and beyond through the portability option.

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 (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,526,796	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
Family Self-Sufficiency	47,700	Section 8 supportive services
Moderate Rehab SRO	425,549	Section 8 project based rental assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	7,000,045	

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: (state number)
- 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.

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)
Last known address; last landlord name and address.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below: The Housing Authority allows an initial 90 day search time. The applicant may request two extensions of 30 days each. A person with a disability may ask for additional time in which to use the voucher.

(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): Applicants whose rent burden is greater than 45% of the household's monthly adjusted income. (Allows for deductions towards gross rent of working applicants-in testing rent burden).

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

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 2 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- The initial assignment to the waiting list after the list has been closed for a period longer than a month is by lottery.

HATC uses a lottery system for the first five days of receipt of applications when the waiting list has been closed for a period of time. In March 2001 we opened our waiting list after it had been closed for 10 months. We accepted applications for the first five days and date stamped them and numbered them randomly after 5 p.m. on the fifth day. Thereafter that month, applications were assigned waiting list positions based on time and date of receipt. Our waiting list is now open for the first five working days of each month. Applications received during these days are assigned positions based on time and date. Applications received on other days of the month are batched and receipted at 9:00 a.m. on the first day of the following month and are given positions based on a random assignment

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): Outreach materials such as brochures or information sheets.

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

- Through published notices
- Other (list below)
Through notices to agencies that serve the targeted population.

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): Sufficient budget authority from HUD.

(2) Minimum Rent

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

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

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

5. 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)

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/Certificates	779	17%
Section 8 Mod Rehab	85	45%
Special Purpose Section 8 Certificates/Vouchers (list individually)		17%
1. Welfare to Work	250	
2. Disability	25	
3. Mainstream	75	
4. Family Unification	22	
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)
Section 8 Administrative Plan

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.

A. Public Housing

Section 8 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:

Section 8 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)

Section 8 **Section 8 Tenant-Based Assistance**

Section 8 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:

Section 8 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)

Section 8 **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.

Section 8 **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.

Section 8 **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)

Section 8 **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.

Section 8 Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

Section 8 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)

Section 8 **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)

- Section 8 Development name:
- Section 8 Development (project) number:
- Section 8 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.)

Section 8 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:	
Section 8	Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
Section 8	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>	
Section 8	Number of units affected:
Section 8	Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
Section 8	Timeline for activity: Section 8 Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or 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.)

Section 8 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:	
1b. Development (project) number:	
Section 8 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 type="checkbox"/>	
Section 8 Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
Section 8 If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: Section 8 Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

Section 8 **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.)

Section 8 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:	
Section 8	<p>What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
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.)	
Section 8	<p>Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
Section 8	<p>Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

Section 8 **Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

Section 8 **Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

Section 8 **Homeownership Programs Administered by the PHA**
 [24 CFR Part 903.7 9 (k)]

Section 8 **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.)

Section 8 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:	
Section 8	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)
Section 8	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:	

Section 8 Coverage of action: (select one)

- Part of the development
 Total development

Section 8 **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.)

Section 8 Program Description:

Section 8 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

Section 8 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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

Section 8 **PHA Coordination with the Welfare (TANF) Agency**

Section 8 Cooperative agreements:

Yes No: Has the PHA 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

Section 8 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)

Section 8 **Services and programs offered to residents and participants**

Section 8 **General**

Section 8 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)

If no, list steps the PHA will take below:

The Housing Authority is voluntarily increasing the FSS Program size to 125 families. The offer to join the program is being offered to ½ of the Vouchers in Partnership to Success Program participants.

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): Advising participants and applicants as the rule applies to their situation

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)

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)

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 management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

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: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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.

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:

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:

Other: (list below)

Reviewed the policies of the PHA Plan with the Participant Advisory Committee, and reflected their comments in the drafting of the policies. The Board is not ready to restrict eligibility to 45% of the median as recommended by the Advisory Group. The Board has asked staff to monitor applications over the 2001-2002 Fiscal Year and to back the impact if we were to change the priority.

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.) As a PHA administering Section 8 only, a Section 8 participant serves on the Housing Authority of Thurston County Board. This Board member indicated interest in serving; the Board submitted her name to the Thurston County Commissioners who approved her appointment.

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
- x 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
- x 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

x Other (list)

The Housing Authority of Thurston County operates a Tenant Based Program with no public housing. In the Fall of 1999, the Housing Authority sent a Newsletter to participants in the Housing Authority's Programs soliciting applicants for the Participant Advisory Committee. From that solicitation, we accepted all interested parties and included them in the membership of the Participant Advisory Committee. In periodic mailings to Participants, we continue to actively recruit current participants to join the group.

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: City of Olympia

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

The PHA has based its statement of needs of families 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)

Increase the number of affordable housing units by:

- Applying 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.
- Consider partnerships for project based vouchers if a feasible proposal is submitted.

Other: (list below)

With the City of Olympia, the Housing Authority of Thurston County held a community focus group to coordinate public participation in the 5-Year Plan, and the Consolidated Plan. The Housing Authority participated in focus group meetings for the State Consolidated Plan.

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

Increase the supply of standard, affordable housing for renter households earning up to 80 percent of the median income and maintain existing subsidized housing.

D. Other Information Required by HUD

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

A PHA must identify the basic criteria the PHA will use for determining:

A substantial deviation from its 5-Year Plan; and

A significant amendment or modification to its 5-Year Plan and Annual Plan.

The Housing Authority of Thurston County defines substantial deviations or significant amendments or modifications as follows:

The following actions would be considered a substantial deviation from the 5-Year Plan.

- Change to the target population included in the adopted plan.
- Decisions to change the process for accepting applications to the Rental Assistance Voucher Program.
- Decisions to change Priority or Preference Criteria for the Rental Assistance Programs.

It will not be considered a substantial deviation from the plan:

- To choose another course of action not specifically spelled out in the plan to meet the established goals.
- To meet goals of the program to assist low and moderate income population in a manner not discussed in the adopted plan.
- To increase the Payment Standard (within budget authority) based on unforeseen increases in rents or vacancy rates.
- To make modifications to the Administrative Plan which improve the access to the program by applicants and participants or clarifications of new issues in order to provide a consistent implementation of the rules.

- **Attachments**

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Attachment A

Housing Authority of Thurston County Participant Advisory Committee List

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3809 14TH AVENUE SE APT. #A16
LACEY, WASHINGTON 98503

Attachment B

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

Member	Occupation	Date Appointment Expires
Craig D. Chance, Commissioner Date Appointed: 11/16/92 Olympia, WA	Columbia Bank	Position: #4 Term Expires: 10/16/2004
Cheryl Noel, Chair Date Appointed: 11/16/92 Rochester, WA	Sterling Savings Bank	Position #2 Term Expires: 10/31/2004
Dwight Edwards, Vice Chair Date Appointed: 10/31/93 Lacey, Washington	W State Office of Community Development	Position: #1 Term Expires: 10/31/2004
Lloyd W.(Lew) Lewis Date Appointed: 6/18/90 Olympia, WA	WA State Legislative Code Reviser	Position: #3 Term Expires: 4/15/2001
William Lynch Date Appointed: 9/15/86 Olympia,	WA State Legislative Office	Position: #5 Term Expires: 9/15/2004
Joanne Barker Date Appointed: 9/29/99 Olympia, WA	Section 8 Participant Advisory Committee	(HATC Board will renew on an annual basis)

Attachment C
Progress Report
February 2001

NEED: SHORTAGE OF AFFORDABLE HOUSING FOR ALL ELIGIBLE POPULATIONS.

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

- *Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.*

Payment Standards were changed in October 2000 according to the Annual Plan. Have minimal number of units not approved because they exceed the 40% maximum for the family. See chart for an analysis of units under the new Housing Choice Voucher Program and the Gross Rent in relation to the current payment standard. Lease-up rate is in excess of 100% beginning in October, 2000 even with new allocations granted in 2000.

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

Households are helped on a first-come first –served basis except for special allocations. We do not use household size as any determination of the order in which households are helped.

- *Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration.*

Staff have attended two meetings of rental owners associations in the past year, one doing some outreach and one to give some information on the new lead based paint rules. We have also limited access to the use of the voucher to owners who have not been in compliance with Housing Quality Standards or who insist upon charging voucher holders a higher rent than the market charged to unsubsidized tenants.

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

The City has done outreach to the community at the Housing Task Force meetings and solicited input from the community on their plans. We have participated in those meetings.

At the State level the Housing Authority of Thurston County's staff participated in two community meetings and sent comments in writing for suggested planning revisions.

Increase the number of affordable housing units by:

- *Apply for additional section 8 units should they become available.*

The Housing Authority submitted the following applications this past year:

- Mainstream
- Fair Share

Neither of these applications was funded.

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

The staff researched several opportunities in the community this past year and found none that were financially feasible. The search is on-going.

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

The Housing Authority was successful in securing funding for an eight plex to provide transitional housing opportunities for families. This was funded by the State of Washington.

Families at or below 30% of median

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

- *Employ admissions preferences aimed at families with economic hardship.*

The Administrative Plan has "need" preferences that must be met in order to be eligible for a voucher.

- *Plan to meet the federal targeting requirement by maintaining that 75% of all new admissions to the Section 8 Program will be families at or below 30% of the area median income.*

The Housing Authority exceeded this goal in the past fiscal year. Eighty percent (80%) of the new households served in the past fiscal year had income at or below 30% of the AMI.

Families at or below 50% of AMI.

- *Welfare to Work vouchers will be targeted to families at or below 50% of AMI.*

The targeted group are at or below 50% of the Median. Many families who had been on TANF in the past two years have incomes over the 30% AMI so it is important in order to use these targeted vouchers that we have been able to assist families below 50% AMI.

Strategy: Target available assistance to the elderly:

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

In the Fair Share NOFA, the opportunity was given to target some vouchers to elderly households who would otherwise need to go to nursing homes or assisted living facilities. We partnered with Area Agency on Aging to set aside a few vouchers for this population. Unfortunately, the application was not successful.

- *Maintain knowledge of available assistance to the elderly.*

Staff is aware of resources in the community for elderly households.

Strategy: Target available assistance to Families with Disabilities

- *Apply for special-purpose vouchers targeted to families with disabilities should they become available.*

The Housing Authority applied for Mainstream Vouchers and Vouchers for Persons with Disabilities. The proposal was not funded.

- *Affirmatively market to local non-profit agencies that assist families with disabilities.*

Extensive outreach is done to groups who serve special needs populations during the period that the waiting list is open.

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

- *Affirmatively market to races/ethnicities shown to have disproportionate housing needs*

Extensive outreach is done to all areas of the county to reach all population groups. This year, because of the special allocation of VIPS vouchers, the DSHS Office and the local Employment and Training contractor did special outreach to their participants. This resulted in our being able to reach populations who in the past may not have been aware of the program.

Attachment D

Notes from discussions on issues with the Participant Advisory Committee

Who will the voucher program serve?

Currently the Housing Authority is following the mandate that at least 75% of the new households being offered vouchers must have gross family incomes at or below 30% of the median. (\$10, 500 for one; \$14, 950 for four). In the past fiscal year, 80% of the new households being served had incomes at or below 30% of the median. The other 20% had incomes between 31% and 50% of median.

The Advisory Committee struggled with this issue last year and wisely endorsed the HATC plan to not further restrict occupancy.

Arguments against restricting only to families with incomes at or below 30% of median:

- ❑ *By regulations and statutes, eligibility determinations are based on gross income. There is no allowance made for payroll deductions, health insurance, etc.*
- ❑ *There is no deduction allowed for the costs of working such as transportation, child care, etc.*
- ❑ *Many head of household may have just started working and may find themselves slightly over the 30% threshold. But they may have months or years of debt and impoverished living to overcome in order to get toward self sufficiency.*
- ❑ *Regular rental market rents are structured more at incomes at or above 60% of median. Tax credit and bond financed properties are affordable at higher income levels.*
- ❑ *There are very limited units available that are affordable to families between 31% and 50% of median. The market does not meet the housing needs of these families without a subsidy.*
- ❑ *The Preference system adopted by the HATC looks at income AND need. All households who are assisted must show that their incomes are below 50% of median and that they are paying in excess of 40% of their adjusted income for rent and utilities, or they are in substandard housing or are homeless.*

Columbia Legal Services advocates that the HATC restrict all assistance to households at that income level. They will articulate their position on the issue.

Participant Advisory Committee (PAC) Meeting, December 8, 2000:

Recommendation: Priority for the voucher program is to be given to households with incomes at or below 45% of the median. 75% of the households served will have incomes at or below 30% of median.

Commentary by staff: Greg Provenzano of Columbia Legal Services indicated that his research findings were consistent with what HATC had found in its work. He found that the split of housing need was showing that roughly 80% of households in need had incomes at or below 30% of median. He indicated that he would not push to limit the eligibility to those with incomes at or below 30% of median. And at that point he through out the 45% of median figure and the PAC went along with that suggestion.

I do not think it would be an unfair characterization of the group to say that they had a very hard time in sorting through who should be prioritized but did recognize that the lowest income experience the greatest housing need.

In addition to the points noted above, staff pointed out to me at our Dec. 20, 2000 staff meeting that in addition to the working families whose deductions are not counted in determining income levels, we also encounter elderly households who may have a pension in addition to social security but for whom the medical expenses are not factored into determining the eligibility threshold.

We have no hard and fast numbers on the households that may be affected and no way of efficiently looking back at our current files to determine the numbers and profiles of those who would be affected by this change in the policy.

The Board's tentative decision is to continue to assist applicants up to 50% over the cost of the 2001-2002 program year and have the staff track the profiles and numbers of applicants who would have been affected by the decision to limit the income threshold to 45% of median.

Set Aside for Project Based Assistance

Question: Should the Housing Authority set aside some of their tenant-based vouchers to attach them to specific units in effect project-basing the units? If yes, should there be a limit on the number of units which could be used? Should the Housing Authority developed projects be eligible to assign some of the project-basing to projects it might develop?

Consideration: Should we require any such housing to have a component of services as a match from the developer or some other service provider in order to provide the best chance for a successful tenancy by hard-to-serve populations?

The Housing Authority has not in the past develop such partnerships with setting aside some of its inventory of tenant-based units. It has applied separately for units under the Moderate Rehab Program. However, this program is no longer available except as Single Room Occupancy units.

Arguments in Favor of such a set aside: such a partnership might create opportunities for affordable housing for special needs populations - very hard to create affordable units even with Housing Assistance Program from the state because of the need for matching funds - project based assistance would be considered part of the match and would allow units to cash flow more easily. Some special needs families are not able to find housing in the private market because of their tenant history. Under the new rules a household who has lived in a project-based unit for a year is given the option to move with assistance, essentially be given a tenant-based voucher again.

Arguments against: there are a limited number of vouchers and most individuals and families want the maximum choice as to where they are going to live. To project base some of the units reduces the tenant choice for these vouchers.

PAC Meeting, December 8, 2000: The PAC supported Provenzano's position that HATC should consider the set aside of project based assistance if the opportunity presented itself to leverage other resources to increase the number of units available to low income households. He expressed no problem with the HA using the project based assistance to attach to a property that the HA might develop.

Transitional Housing Programs and the Need for Permanent Housing after the family successfully completes the program:

Question: Does HATC want to set aside a number of vouchers to serve families or special needs individuals coming out of transitional housing programs so that there is a protection from being sent back to a cycle of homelessness?

Arguments in Favor:

Most families are not self-sufficient after only one year and are faced with going from a subsidized year to market rent. Having a set aside of vouchers would allow the families more time to become self sufficient before they are faced with market level rents on their own.

Certain vulnerable populations, like mental health consumers, who have been assisted on temporary programs, need the deep subsidy for the long term and after the HOME subsidy ends they may be faced with full rent amounts for long periods before their names come up on the waiting list.

Arguments Against:

Many individuals and families on the waiting list are in the same or worse predicament than those who have been accepted into the limited slots available for transitional family housing programs and for transitional rental assistance or transitional housing units for mental health consumers.

First-come, first-serve is the fairest way to go. It takes out any subjective determination of benefits and makes it cleaner and easier to track the process. There will never be enough subsidies to go around and so it will always be the case that a large number of people will not be served.

Recommendation from the PAC 12/8/2000. The committee supported Greg's suggestion that there be a set aside of 10-15 vouchers designated for households graduating from transitional housing programs. E.g., HATC, THORA.

Payment Standards

Question: Are we going to leave our payment standard process as currently set?

We refer you to the analysis as sent to you with the Annual Progress Report. The majority of units coming under the program in recent months have fallen at or below the current payment standard.

Payment Standards can be set by the Housing Authority between 90% and 110% of the HUD published Fair Market Rent. Our current payment standard is about 95% of the FMR. It appears adequate.

Arguments for leaving the process as is:

It is supposedly true that HUD will give a Housing Authority sufficient budget authority to cover the rents for the number of units under the Annual Contributions Contract. They base the per unit allotment annually on a previous year's usage. This usually puts them one to two years behind the actual unit cost. Last year when we developed our budget, HUD denied our full request and asked us to agree to a lesser amount. We agreed and said that we reserved the right to go back for a Cost Amendment if we had insufficient funds to honor all our contracts. They will not allow a Cost Amendment if we have more units under lease than are available under our Contract Authority. So far, HATC has plenty of funds, but because we have had new allocations this year, we have had a number of months where we have not been leased to 100%. Now and for the remainder of this Fiscal Year we expect to be over 100% leased and want to be cautious about increasing the Payment Standard so that we have sufficient funds to honor all the outstanding contracts.

We would like to continue with the current payment standard, to re-evaluate it in April in time for an increased PS in July at the beginning of our Fiscal Year. If warranted, we would propose to raise the PS as of July 1 2001 to the 2001 FMR.

Risks /cautions: Unknown element in the equations and something which has never really been studied in smaller communities. What is the impact on the rental market of a large number of voucher families who are able to pay higher rents? Does this increase the rents at the lower end? Does this

increase the rent structure overall and thereby the rents being paid by unsubsidized tenants?

If we simply increase the Payment Standard, will we push families into higher and higher rent levels and make it more difficult for them to graduate to self-sufficiency because the rent burden would be too high for them to manage on their own?

Regardless of the fact that HUD says that they will fund us to the level we need, there is a limited national fund. The more we give of that fund to one individual family, the less there will be to fund additional households. WE need to be able to strike a fair balance. Some families will always want the top of the line—should public policy set the standards at a modest level that will be adequate for most families?

Arguments for increasing the Standard as high as we can:

Give subsidized tenants the ability to seek higher end housing. More tenants will be able to get upper end housing without having to pay more than 30% of income toward rent and utilities.

Comments:

We do not have a figure on the number of units which we have had to deny because they came in at or above 40% of the family's adjusted income. However, it appears that the vast majority of the families who had vouchers and could not use them were families with poor tenant history or criminal backgrounds. It does not appear that the 40% limit affected many or possibly any of the families who did not use their voucher. We have no firm data on this.

PAC meeting, December 8th: Support for this recommendation.

Increased Payment Standard to Accommodate a Person with a Disability

Need: To clarify the procedure for increasing the Payment Standard to individuals with disabilities who need an accommodation. Are we going to leave our exception policy for persons with disabilities the way it is now?

Interim policy reported by staff to the Board of Commissioners meeting in September 2000:

Our language at 11.4.1.10 allows staff, on a case by case basis, the ability to increase to the PS to accommodate a person with a disability in order to avoid their being restricted from a particular unit because the rent puts the unit above the 40% rule (a tenant's share of the rent may not exceed 40% of their monthly adjusted income). However, we have adopted language that staff have come to feel is too restrictive.

In cases where the person has a physical disability and needs a physically accessible unit, the staff is simply making a notation to file to show why the exception PS is being made. In cases of persons leasing in place we are not asking for any further documentation of need other than the fact that a household member has a disability. In cases of households locating new units, we are asking for some kind of documentation that the accommodation is needed, similar to the kind of documentation that we are asking for in order for a person with a disability to rent a unit from a family member.

We would like to lift two restrictions:

- ◆ *One that says that the exception will not apply when the bedroom size of the unit is higher than the subsidy standard allocated to the family. (E.g., the family is entitled to a one -bedroom subsidy standard and they live in or choose a two bedroom unit).*

- ◆ *One that states that the time limit on the voucher is a factor in order to make these exceptions.*

Would like to make lift both of these restrictions and have the exceptions be staff decisions made in consultation with the Program Manager (as a gatekeeper so to speak so we have consistency in the application of the exceptions).

The 40% rule does not apply when participant is already in a unit under a contract and a landlord might raise the rent after the first year. In the case of some households with a disabled head or spouse who are transitioning from the certificate to the voucher program, the mandatory change to the voucher program may cause a hardship and have them paying more than 40% of their income for rent. This will happen in very limited circumstances particularly where the landlord may raise the rent significantly under the new lease or when we have households who have had exceptions to the cap on certificate program rents because of some extenuating circumstances that warranted staff approval of exception rents. Staff would like the ability to make exceptions over the next year to the same extent that we are able to approve exception PS for new participants who are living in place when they come on the program.

There is a standard form recommended by an attorney to Housing Authorities and we could ask that the applicant have that form completed in order to document the need for an accommodation.

PAC Meeting 12/8/2000: There was no move to change this recommendation. Greg agreed to review the form being proposed for modification and use for the purpose of granting exceptions to the PS to accommodate a person with a disability.

Waiting List Process

Question: Are we going to change the waiting list process?

Currently, the waiting list is scheduled to be open for one month each year, with a lottery process in the first few days of the month.

Recommendation:

That the waiting list be open for the month of March, 2001. That the list have a lottery process during the first five days of March. That the waiting list be open during the first three working days of each month on a first-come, first-served basis.

Applications will not be accepted at other times but blanks will be given out. Applications received by mail in between the open periods will be set aside and logged in during the next open period.

Arguments For:

Keeping the list open will give the community a better picture of the need. Currently, the list is closed for long periods of time and many eligible families are turned away during the course of the year.

Keeping the list open will provide an opportunity for individuals and families who are homeless or who are in transitional housing programs to get on the list more quickly.

The open enrollment period in future times will not be an all-consuming task requiring the assistance of all staff members. Spreading it out over time will make it manageable basically as a minor task each month—to accept, receipt and log in each application.

Arguments Against:

Families will not be served any more quickly and may give folks false hopes of being assisted more quickly. The administrative burden will increase in maintaining the list and updating changes of address, etc.

PAC Meeting, December 8, 2000: There was support for this recommendation.

Minimum One Year Leases

Question: Are we going to allow some flexibility on a case by case basis to approve leases of less than a year's duration. This is particularly an issue for hard-to-serve individuals including those whose tenant history is bad and for whom a landlord will rent on a month to month basis, but will not sign a one year lease.

Currently the policy that was adopted was to accept only one-year leases.

We have made one slight deviation from that policy during the course of the year. During this year, all Certificate contracts are ending and landlords and tenants are being switched to Housing Choice Voucher Contracts. Some owners do not wish to sign another one-year commitment. Ordinarily, if the certificate contract were not ending the parties would have the choice to go on a month-to-month basis. In some cases, the tenants do not want to commit to another year; in other cases the landlords do not want to commit to another year. The landlord's decision is generally based on some difficulties with the tenant and the willingness to continue to rent to them on a month-to-month basis where if the troublesome behavior does not end they can simply give a 20-day notice.

Arguments for allowing tenancies of less than one year:

Some landlords with units, will simply not deal with the program because we require one year leases. The argument as I understand it lies with the ability to terminate tenancy with a tenant who is causing problems and not because they are anxious to make continuous rent increases. Most landlords know that the costs of turnover outweigh the small amounts they can get with a rent increase for an existing tenant. Under a one year lease, landlords have to do "cause" terminations.

The rental stock available to voucher families could increase under this scenario.

Signing a one-year lease does not protect a landlord against a tenant vacating before the lease is ended.

Arguments Against

Some would argue that the number of arbitrary evictions might increase.

May create an administrative burden for the program if landlords were regularly increasing the rent every 6 months or so.

There would be a higher impact on the program if tenants wanted to move several times during the year. We might have to put a limitation on the number of voluntary moves by a tenant to avoid an administrative burden on the program.

Recommendation:

Staff recommends that we retain the one year requirement for the program but on a case-by-case basis make a determination that a person with a disability or a hard to serve individual or family finds housing but an individual landlord refuses to commit to a one year lease.

Staff should be able to continue to offer less than one year leases in the cases of certificate to voucher transfers in a second or later year giving either tenant or landlord the ability to choose a month-to-month tenancy.

Interim policy presented to the Board of Commissioners at September 2000 meeting by staff to report a diversion from the adopted plan:

The Plan requires an initial one-year lease along with the Housing Assistance Contract. (Federal regulations allow a term less than one year if a HA determines that it will increase housing choice). All participants under a Certificate contract must transition to the Voucher Program beginning in October, 2000. Some landlords and some participants do not want to sign a new one-year lease when the new HC Voucher Contract is signed. Under normal circumstances, the parties can choose to go to a month-to-month lease after the one year period, we are therefore allowing a term less than one year on these transition contracts. (Many landlords will not participate in the program because of the one year initial lease requirement. There may come a time down the road where we need to revisit this requirement for all participants.)

PAC Meeting December 8, 2000: Greg felt we would have to allow leases of less than a year in order to accommodate a person with a disability. He felt real concern if staff had free reign to grant exceptions and that there was a risk that the exception would become the rule if owners saw exceptions being granted. Had no problem in granting exceptions in the cases of the second year of a lease even when the owner is signing a new contract.

Added Family Obligation:

Households who receive a letter from HUD informing them of a potential discrepancy in income reported to the Housing Authority and other agencies of the federal government must follow the instructions in the letter and send a copy of the letter to the Housing Authority within the time frame given in the letter. Failure to cooperate with the resolution of the apparent discrepancy will be grounds for termination of assistance.

Family Self-Sufficiency Program:

Need a sign-off on our FSS Action Plan which is offering FSS participation to 125 of our VIPS participants. After offered to them, do we want to extend the offer to another group of voucher participants? Yes or no.

If yes, what would be the recommended selection process?

- Limit it to VIPS participants
- Open it to all Voucher Participants on a first-come first served basis.

Recommendation:

Outreach to all participants on the voucher program and maintain a waiting list so that we have a total FSS participant group of 125 families.

As new families are offered a voucher, they are advised of the opportunity to participate in the FSS program.

PAC Meeting December 8, 2000: No objection to this recommendation.

Will the Housing Authority Develop a program for the use of Housing Choice Vouchers for Homeownership?

Background and Recommendation:

There are several opportunities presenting themselves for the Housing Authority of Thurston County to get into the activity of helping families to become first-time homebuyers:

- Housing Choice Voucher rules now permit a HA to create a program using vouchers to allow a family to use the voucher toward mortgage payments. There are many details of any such program which would need to be worked out. HUD establishes some of the guidelines through the regulations but the HA needs to put together policies and procedures for implementing any such program. (Given the cost of home purchases in Thurston County at this time, it is questionable as to whether or not the Voucher Program alone could actually put a family into a position of homeownership who might otherwise be able to do it on their own after graduating to economic self sufficiency.)
- FHLB Lease Purchase program provides funds for HA and non-profits to borrow money to purchase homes that can then be leased (recommended that it not be done as a regular lease but as a special lease to purchase sales contract) to families. Part of the payment would be set aside toward the down payment. HA would have to create a program - there is TA available to help agencies to create the program. There is \$10K available per person to help reduce the cost of the home.
- The Housing Assistance Program at the State has some funding available for homeownership programs. We have not had an opportunity to research these programs.
- There are matching funds for home purchase available through the Federal Home Loan Bank. (similar to the match funds accessed by two of our FSS graduates who became homeowners.)

There is a gap in the community in what moderate income families can secure in a mortgage and the cost of housing. Many families who have been successful have had to move out of the inner core areas and have had to add to their transportation costs and commute time. It would be useful if

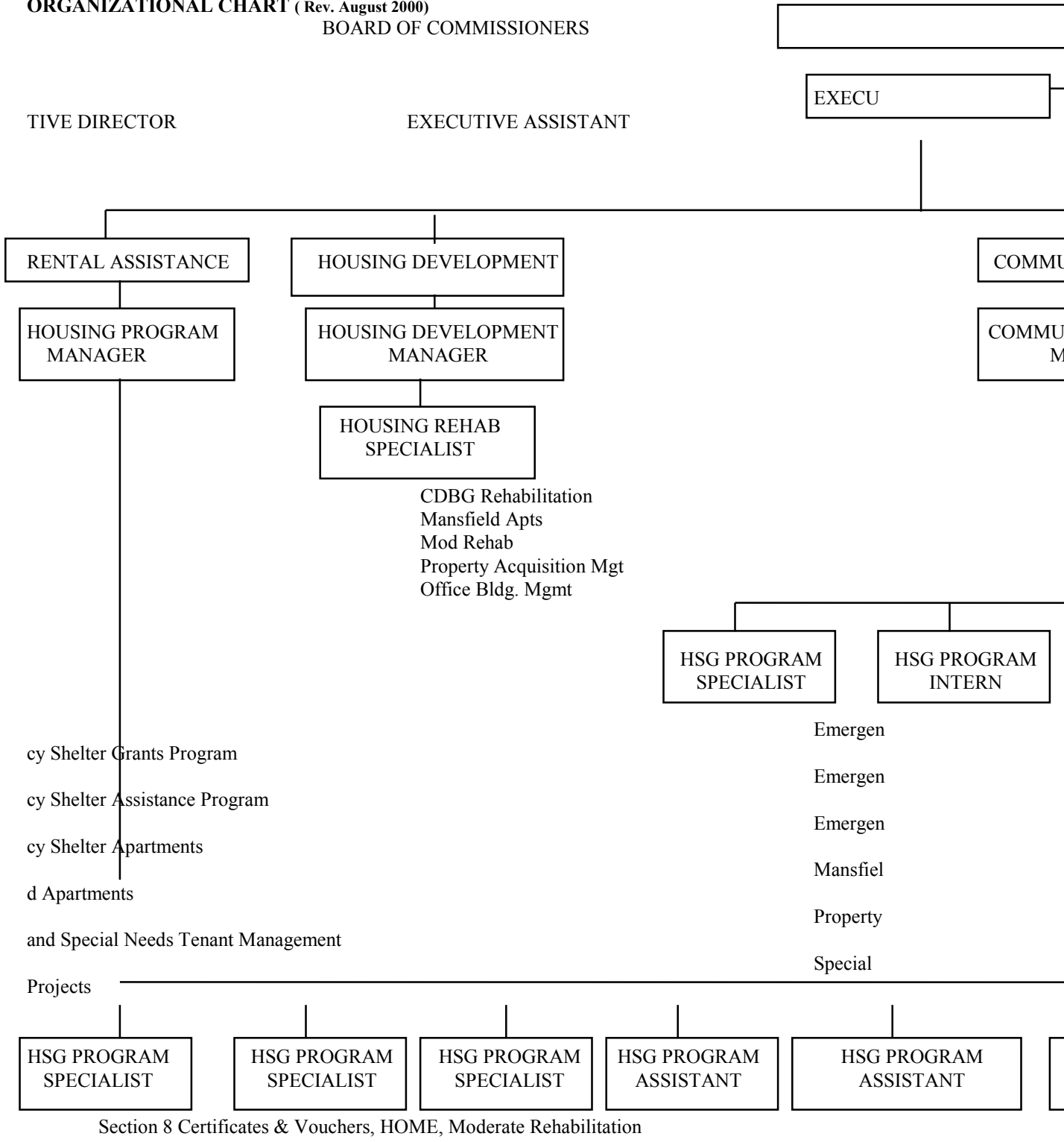
there were an agency in Thurston County who would become a "Homeownership Center". The \$64,000 question is whether or not the Housing Authority of Thurston County should be that entity.

Recommendation: Because of the sporadic nature of funding for homeownership programs and questionable administrative dollars as well as the complexity of the myriad of programs, HATC staff over the past two years have begun to explore various options. Through this exploration, staff have focused on tying homeownership programs to existing larger programs such as the Family Self Sufficiency Program. In addition, we have made available Information Packets to the community. Both activities have been funded by the WA State Housing Finance Commission.

We recommend that the two activities described above continue to the extent that funding is available and that over the next year, we do some research on the use of the voucher for homeownership.

PAC Meeting December 8, 2000: No objection to this recommendation.

HOUSING AUTHORITY OF THURSTON COUNTY
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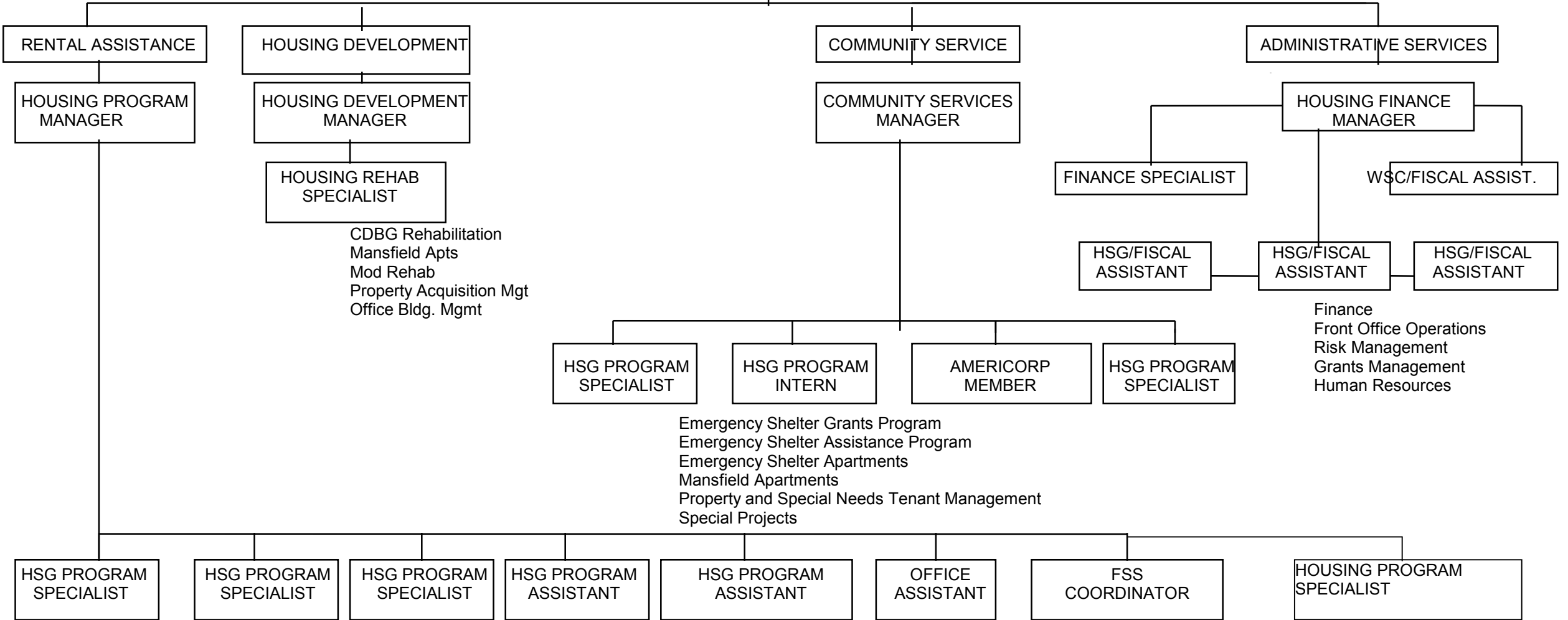
Section 8 Certificates & Vouchers, HOME, Moderate Rehabilitation

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