

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2005

Annual Plan for Fiscal Year 2000

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

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Bremerton

**PHA Number:** WA-003-001

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2000

**Public Access to Information**

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

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

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

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

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

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

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



## 5-YEAR PLAN

### PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

#### **A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The Housing Authority of the City of Bremerton's mission is to attempt to relieve the shortage of decent, safe and affordable housing available to the low-income families, elderly and handicapped persons in our community to the best of our ability, with the resources available; to create opportunities for residents to increase their self-sufficiency and independence; and to assure fiscal integrity in all programs it administers.

To achieve this mission, BHA strives to:

Recognize the residents as its ultimate customers.

Develop problem-solving partnerships with the private sector, HUD, local governments and the community.

Improve management and service delivery efforts through resource management, risk assessment, and implementation by trained, diagnostic, and results-oriented staff.

Implement resident initiative programs that offer opportunities such as skill and educational training, the possibility of home ownership and substance abuse programs.

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA's 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.) PHA's 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 as necessary
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing, as necessary:
    - Provide replacement vouchers, as necessary:
    - Other: (list below)

1. Analyze the feasibility of current renovation/modernization efforts in public housing units.
2. Analyze the effects/impacts of potential demolition or disposition of public housing determined obsolete.

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Develop & Implement homeownership programs:
    - Develop & Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers, if feasible
    - Other: (list below)

1. Provide informational seminars, handbooks, and newsletters to potential and existing landlords.

**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 admitting higher income families into lower 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 households within BHA programs.
  - Provide or partner with supportive service agencies to improve assistance recipients' employability:
  - Provide or partner with supportive service agencies to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, marital status and disability:
  - Undertake measures to provide a suitable living environment for families living in assisted or affordable housing, regardless of race, color, religion national origin, sex, familial status, marital 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:**

- Continue assisting the local economy by increasing the occupancy rate of subsidized and affordable housing, and the amount of financial assistance flowing into the community;
- Continue to encourage self-sufficiency of participant families and assist in the expansion of opportunities which address the needs of families in the areas of education, socio-economy, recreational employability, basic life skills and other supportive services;
- Expand the level of family, owner and community support in accomplishing BHA's mission;
- Attain and maintain a high level of standards and professionalism in our day-to-day administration and management of all program components;
- Administer an efficient, high-performing agency through continuous improvement of BHA's support systems, with commitment to our employees and their professional development;
- Provide decent, safe and sanitary housing for eligible families while maintaining their rent payments at an affordable level;
- Ensure that all units under contract in our Section 8 Program meet Housing Quality Standards, and families pay fair and reasonable rents;
- Promote fair housing and provide an opportunity for eligible families of all ethnic backgrounds to experience freedom of housing choice;
- Promote market-driven housing programs that will assist eligible families in successfully obtaining affordable or subsidized housing, by increasing the supply of housing choices for such families, as identified by local need.

# 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.

### **Overview**

*Since the passage of the National Housing Act in 1934, no legislation has impacted the administrative functions of HUD and Public Housing Agencies (PHAs) more than the **Quality Housing and Work Responsibility Act of 1998 (1998 Act)** October 21, 1998. The 1998 Act, attached to the FFY-1999 Appropriations Bill, dramatically and permanently amends the laws governing the administration of the public housing and Section 8 programs.*

The focus of the 2020 Management Reform Plan is to prepare HUD to move into the 21<sup>st</sup> Century as a modernized and revitalized Department with restored public trust and adequate performance-based systems for its programs, operations and employees. Likewise, through the implementation of the 1998 Act, PHAs are required to assess management and operational practices and develop a plan that will ensure that the PHAs meet established goals and objectives. The Agency Plan combines the Five-Year Plan and the Annual Plan.

### **Purpose and Structure of the Agency Plan**

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The Agency Plan contains a FY2001-FY2005 Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY2001 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low, very-low and extremely-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS.

### **Annual Plan Contents**

The Authority will use this Agency Plan as a tool for accomplishing its mission of becoming a leader in the industry. The following is a summary of its contents:

- ◆ The Plan provides a comprehensive assessment of the Housing Needs within the community. At this time, it appears that the Authority is meeting the low-income housing needs, however, we will monitor the need through annual updates of this Plan.
- ◆ The Plan includes a summary of the Authority's planned financial resources and planned uses of those funds. This is presented in table form for electronic submission to HUD.
- ◆ All admissions and continued occupancy policies as well as rent determination policies and procedures have been reviewed and updated in accordance with the QHWRA of 1998 and subsequent rules. The Authority's Admissions and Continued Occupancy Policy is included in the Plan and contains detailed descriptions of all public housing policies including deconcentration and income targeting policies.
- ◆ The Operations and Management section of the Plan provides a brief description of the Authority's organizational structure, programs under management and includes all administrative and maintenance policies.
- ◆ The Authority's Grievance Procedure has been adopted by the Board and is included in the Plan.
- ◆ The Authority's Capital Fund Annual Statement and Five-Year Action Plan are provided. The Authority has no plans at this time to apply for a HOPE VI revitalization grant.
- ◆ The Housing Authority is not currently considering any demolition or the development of replacement units.
- ◆ The Authority has no plans to designate any of their current public housing stock as elderly or disabled.
- ◆ The Authority does not have any developments that meet the requirements for a mandatory conversion assessment.
- ◆ The Authority is not currently participating in a homeownership program, nor is one intended in the next fiscal year. The Housing Authority will monitor interest in such a program and follow up as appropriate.
- ◆ The Authority does have a formal cooperation agreement with their local welfare office. All policies and procedures relative to Welfare Benefit Reductions are included in the ACOP.
- ◆ The Authority has been participating in the Public Housing Drug Elimination Program (PHDEP). The Housing Authority has a strong working relationship with the City and local law enforcement

agency. This section of the Plan contains the Authority’s PHDEP strategy, budget and description of its collaboration efforts.

- ◆ The Authority’s Pet Policy and Procedure is included in the Agency Plan.
- ◆ The Authority does not currently have any asset management plans that have not already been identified in previous sections of this Plan.
- ◆ All other documentation and certifications are included as required by the QHWRA.

### **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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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:

- A. Admissions Policy for Deconcentration (WA003a05)
- FY 2000 Capital Fund Program Annual Statement (WA003b05)
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (WA003f05)
- FY 2000 Capital Fund Program 5 Year Action Plan (WA003c05)
- Public Housing Drug Elimination Program (PHDEP) Plan (WA003d05)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (WA003e05)
- Other (List below, providing each attachment name)  
Housing Authority Pet Policy (WA003g05)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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
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;
X	Public Housing Admissions and Continued Occupancy Policy (ACOP), 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing ACOP	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing ACOP	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
X	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
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) 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 PHA's: MOA/Recovery Plan	Troubled PHA's
	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Accessi-bility</b>	<b>Size</b>	<b>Locati-on</b>
Income <= 30% of AMI	3,082	5	4	4	3	3	3
Income >30% but <=50% of AMI	2,756	4	4	4	3	3	3
Income >50% but <80% of AMI	2,312	3	4	4	3	3	4

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Accessi- bility	Size	Locati- on
Elderly	1,268	4	3	4	4	3	4
Families with Disabilities	N/A	3	3	3	5	3	3
Black	413	4	3	3	3	3	3
White	7,584	4	3	3	3	3	3
Hispanic	362	4	3	3	3	3	3

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: 1995 - 2000
- 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)
  1. City of Bremerton Comprehensive Plan 1995
  2. Kitsap County Real Estate Trends Report Spring 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.** PHA’s may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>	
Waiting list type: (select one)	
<input type="checkbox"/>	Section 8 tenant-based assistance
<input checked="" type="checkbox"/>	Public Housing
<input type="checkbox"/>	Combined Section 8 and Public Housing
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:	

<b>Housing Needs of Families on the Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	251		200
Extremely low income <=30% AMI	234	93.2%	
Very low income (>30% but <=50% AMI)	14	5.6%	
Low income (>50% but <80% AMI)	3	1.2%	
Families with children	98	39.0%	
Elderly families	111	44.2%	
Families with Disabilities	36	14.3%	
Black	39	15.5%	
White	178	70.9%	
Hispanic	15	6.0%	
Other	19	7.6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	156	62.1%	N/A
2 BR	18	7.2%	N/A
3 BR	75	29.9%	N/A
4 BR	2	0.8%	N/A
5 BR	0	0.0%	N/A
5+ BR	0	0.0%	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	1,151		*120
Extremely low income <=30% AMI	998	86.7%	
Very low income (>30% but <=50% AMI)	143	12.4%	
Low income (>50% but <80% AMI)	10	0.9%	
Families with children	651	56.6%	
Elderly families	166	14.4%	
Families with Disabilities	237	20.6%	
Black	140	12.2%	
White	888	77.1%	
Hispanic	53	4.6%	
Other	70	6.1%	

**\* Annual Turnover represents the number of Participants vacating the program each year.**

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)

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$1,530,000	
b) Public Housing Capital Fund	\$1,413,982	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$4,600,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$138,222	
g) Resident Opportunity and Self-Sufficiency Grants	\$37,000	
h) HOME	\$186,000	Other
Other Federal Grants (list below)		
Project Based Section 8	\$280,000	Section 8 Operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
PHDEP FY97	\$34,119.88	
PHDEP FY98	\$39,983.34	
PHDEP FY99	\$51,570.99	
CGP FY99	\$342,066.85	
EDSS	\$43,943.31	Public Housing Supportive Services
<b>3. Public Housing Dwelling Rental Income</b>	\$800,000	Public Housing (PH) Operations
<b>4. Other income (list below)</b>		
Investment	\$140,000	PH Operations
Project Based Section 8 Tenant Fees	\$115,000	S8 Operations
Management Fees	\$400,000	S8 Operations
<b>5. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	\$10,151,888.37	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHA's 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)  
When the applicant reaches the top of the waiting list.

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)

Housing applications are available at other public organizations

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

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? 2

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 2

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 may 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)

1. Currently residing in emergency housing
2. Singles preference

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.

### 3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 2 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)
  - 2 Currently residing in emergency housing
  - 2 Singles preference

### 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:
  - 1) Tara Heights
  - 2) Westpark
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - 1) Tara Heights
  - 2) Westpark
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - 1) Tara Heights
  - 2) Westpark
- 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:
  - 1) Tara Heights
  - 2) Westpark

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: PHA's 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)
- Documentation/information regarding tenant history
  - Rental history with BHA
  - Eviction history
  - Damages to any rental unit
  - Lease or program violation
  - Documented complaints

**(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:

If a family is having a hard time finding a unit or any reasonable request for accommodation

**(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)
- 1) Graduates of transitional housing programs
- 2) Singles

4. 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.

3. Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence

- 1 Substandard housing
- 1 Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 2 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)
  - 2 Graduates of transitional housing programs with supportive services
  - Singles preference

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices

Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79 (d)]

##### **A. Public Housing**

Exemptions: PHA's 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 highest 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)

1. Exclusion(s) will be applied to existing tenants;
2. The stipulated exclusion(s) will be considered temporary for the affected family member, and will be applicable until the next Annual Recertification or Interim Recertification;
3. Uncompensated costs incurred in order to go to work (such as special tools, equipment, or clothing, etc.) will be excluded from earned income, to a maximum of \$600.00/year.

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)
- 95<sup>th</sup> 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)
  - 1) Any changes in family composition
  - 2) Any decreases in income, at the tenant’s discretion.

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISA's) 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: PHA's 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)

- FMR's 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)  
BHA has approved a lower payment standard of 90% for areas of poverty concentration and increased minorities.

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

- FMR's 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 with three or more children and for a family that includes a person with a disability.
- Other (list below)  
BHA has approved a lower payment standard of 90% for areas of poverty concentration and increased minorities.

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHA's are not required to complete this section. Section 8 only PHA's 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	603 Units	205
Section 8 Vouchers	943 Families	120
Section 8 Certificates	Combined with Vouchers	
Section 8 Mod Rehab	33	33
Special Purpose Section 8 Certs/Vouchers	66	12
a. Nimitz	25	3
b. KMH Project Based	10	3
c. FSS	25	16
Public Housing Drug Elimination Program (PHDEP)	603 Units	205
Other Federal Programs(list individually)		
HOME TBRA		
Section 8 Multi-family	25	10
	60	12



### 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.

<b>Policy</b>	<b>Description of Policy, Manual, Handbook, etc.</b>
<b>Personnel</b>	Description of in-house rules and regulations for personnel.
<b>Procurement</b>	Process for procurement procedures including rules for bid awards.
<b>Capitalization</b>	Generally, dwelling equipment, office machinery/equipment, auto. equipment, and community space equipment shall be capitalized.
<b>Cash Management and Investment</b>	Policy addresses cash management of funds to assure the availability of cash for operational needs, preserve the value of cash resources, and earn the maximum return on funds available for a secure investment.
<b>Insurance</b>	Policy issues ensuring that the property and interests of the Housing Authority are properly protected.
<b>Disposition of Property</b>	Personal property that has become worn/damaged beyond repair, that is no longer useful for the original purpose, or that has no use at its present location or any other operating unit of the Authority.
<b>Safety Policy</b>	Addresses the rules and regulations concerning safety of residents.
<b>Maintenance Policy</b>	A comprehensive Maintenance Policy is essential to a well-integrated maintenance operation that is efficient and effective. A systematic Maint. Policy assists in keeping the HA's physical facilities in good condition, extending the useful life, and resulting in lower operating and maintenance costs. In addition, a well-maintained facility adds to the marketability of the units in the marketplace.

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (WA003b05)

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (WA003c05)

-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)

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHA's are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937

(42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

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

**9. 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 PHA’s 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; PHA’s completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Westpark
1b. Development (project) number: WA003-001
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (12/31/00)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 21
7. Coverage of action (select one) <input checked="" 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 PHA’s are not required to complete this section.

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHA's 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. PHA's completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

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

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

5. Number of units affected:
6. Coverage of action: (select one)
- Part of the development
- Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

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

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

#### b. PHA-established eligibility criteria

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

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Campfire Class	15	Open	Campfire Boys & Girls	PHA Residents
Computer Lab	8	Waiting list	Westpark Community	PHA Residents have priority
English as a Second Language	1-3	Open	Literacy Council	Open to all
Even Start	25	Open	Olympic College	Open to all
Youth volunteer Corps	Open	Application	Kitsap Community	Open to all
G.E.D.	7	Open	Olympic College	Open to adults needing G.E.D. preparation
Nursery/Landscape	8	Application	BHA	PHA residents

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 30/09/99)
Public Housing	0	20
Section 8	25	16

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

The HA has spent the last several months reviewing our FSS program, currently managed by another agency. During this review process, it came to light we were not meeting our minimum requirement for FSS slots. It had been our understanding, under the new QHWRA, that the mandatory size of our FSS program could be reduced by the number of FSS graduates, of which we have had 17 graduate from Public Housing and 16 graduate from Section 8. These graduation numbers thus reducing our mandatory program size to 8 public housing and 9 section 8. Upon closer examination of QHWRA we realized the graduates of which the new rule referred to were only those graduating after October 21, 1998 and thus our mandatory slots were only reduced by 9.

At this time the HA plans to complete the current program review by November 1, 2000. Upon completion of the review the PHA will be making the decision weather or not to take management of the program back in house or leave it with the current management. The PHA will then reopen the program, reviewing applicants on the current waiting list and/ or provide for open enrollment. As the last step in the review process the PHA will determine whether to request a program reduction of nine slots as allowed under the new QHWRA, to maintain current slots at 25 for Public Housing and 25 Section 8, or to increase program slots.

### **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)

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHA's not participating in PHDEP and Section 8 Only PHA's may skip to component 15. High Performing and small PHA's 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)

Westpark  
Tara Heights

**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)
  1. Policies and Procedures to ensure safe public housing developments.
  2. Physical improvements to enhance security.

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

Westpark

Tara Heights

**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)

Westpark

Tara Heights

**D. Additional information as required by PHDEP/PHDEP Plan**

PHA's 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: WA003d05)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The Housing Authority of the City of Bremerton has a current pet policy that is being enforced. Please refer to attachment WA003g05.

**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 PHA's are not required to complete this component. High performing and small PHA's 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)

A Public Housing Master Plan process which takes the Agency Plan process a step further by bringing together a wide group community organizations, local government, business leaders and residents under the auspices of a Stakeholders Group. This Stakeholders Group is charged with helping the Authority contribute to the decisions relating to the future of public and assisted housing in Bremerton.

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

## **18. Other Information**

**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 (WA0036e05)

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)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Any adult recipient of PHA assistance could nominate candidates

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

The Consolidated Plan of Kitsap County lists a priority need of the community as increasing the availability and affordability of safe and decent rental housing for households earning 80 percent of median income or less. This statement fits in with the Authority’s goal of increasing the availability of decent, safe, and affordable housing for those households earning less than 80% of the median income.

**D. Other Information Required by HUD**

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

## **Attachments**

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

# HOUSING AUTHORITY OF THE CITY OF BREMERTON

## DECONCENTRATION POLICY

BHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

BHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in BHA's deconcentration efforts.

BHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the development for the purpose of assisting BHA in its deconcentration goals.

If BHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular development, BHA will evaluate the changes to determine whether, based on BHA methodology of choice, the development needs to be redesignated as a higher or lower income development or whether BHA has met the deconcentration goals and the development needs no particular designation.

### Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of BHA do not impose specific quotas. Therefore, BHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

BHA's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. BHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for BHA.

BHA's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages over a 5 year period:

For lower income projects, a 40% occupancy rate of families at or above the extremely low income limit.

In each fiscal year, BHA will strive to achieve the following goals for deconcentration of poverty and income-mixing:

Increase of higher income families into lower income developments:

Westpark – increase of 10-30 families per year

Tara Heights – increase of 2-5 families per year

In the upcoming fiscal year, BHA will target the following developments for deconcentration and income-mixing to achieve the goals stated above:

Lower income developments where BHA’s goal is to increase higher income families:

Westpark

Tara Heights

*HUD does not mandate any particular deconcentration methodology for a PHA use in achieving its goals. The PHA may elect to adopt one of the simpler methods for the first year of its deconcentration goals. NMA offers four model methodologies from which a PHA may select for use in achieving its deconcentration goals. The PHA may create its own methodology in accordance with the information offered in this plan if another method is preferred.*

#### Project Designation Methodology

BHA will determine and compare tenant incomes at the developments listed in this Chapter.

BHA will determine and compare the tenant incomes at the developments listed in this Chapter and the incomes of census tracts in which the developments are located.

Upon analyzing its findings BHA will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

BHA’s goal is to have eligible families having higher incomes occupy dwelling units in developments predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in developments predominantly occupied by eligible families having higher incomes.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated development BHA will determine whether the selection of the family will contribute to BHA’s deconcentration goals.

BHA will not select families for a particular development if the selection will have a negative effect on BHA’s deconcentration goals. However, if there are insufficient families on the waiting list or transfer list, under no circumstances will a unit remain vacant longer than necessary.

## Breakdown Method

BHA will define as a higher income development any development that is located in a census tract where less than 30% of the families are below poverty rate.

BHA will define as a lower income development any development that is located in a census tract where less than 30% of the families are below poverty rate.

### BHA Incentives for Higher Income Families

BHA will offer certain incentives to higher income families willing to move or transfer into lower income developments. BHA will not take any adverse action against any higher income family declining an offer by BHA to move into a lower income development.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, BHA will offer the following incentives for higher income families moving into lower income developments:

BHA will target homeownership opportunities to higher income families moving into lower income developments;

BHA will give first priority in available Section 3 training slots and hiring for employment with BHA to higher income families moving into lower income developments;

BHA will provide additional exclusions to earned income: union dues, payroll deductions for uniforms, tools and equipment, payroll deductions for health insurance allowance for excess travel to and from work (50 miles or more one way);

BHA provides after school programs, the Community Center maintains a schedule of all current programs.

BHA provides a child care facility and pre-school on site.

BHA provides transportation services for many of youth and adult programs.

BHA provides many programs for youth and adults. The Community center maintains a schedule of all current programs.

BHA provides training opportunities for adults such as work experience and on-the-job training.

**Annual Statement / Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP)**  
**Part I: Summary**

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

OMB Approval No. 2511-0157 (exp. 11/31/96)

HA Name <b>HOUSING AUTHORITY OF THE CITY OF BREMERTON</b>	Comprehensive Grant Number <b>WA19P003501-00</b>	FFY of Grant Approval <b>2000</b>
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Original Annual Statement Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number Performance & Evaluation Report for Program Year \_\_\_\_\_  
 Final Performance & Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0			
2	1406 Operations (May not exceed 10% of line 19)	0			
3	1408 Management Improvements	158,936			
4	1410 Administration	116,716			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	45,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	183,090			
10	1460 Dwelling Structures	874,955			
11	1465.1 Dwelling Equipment - Non-Expendable	0			
12	1470 Non-Dwelling Structures	0			
13	1475 Non-Dwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1495.1 Relocation Costs	25,800			
17	1498 Mod Used for Development	0			
18	1502 Contingency (may not exceed 8% of line 16)	9,485			
19	Amount of Annual Grant (sum of lines 2-18)	1,413,982			
20	Amount of line 19 Related to LBP Activities	77,400			
21	Amount of line 19 Related to Section 504 Compliance	0			
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures				

(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) to be completed for the Performance and Evaluation Report.

Signature of Executive Director & Date  <b>X</b> Merrill Wallace II, PHM Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date  <b>X</b> Date:
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**Annual Statement / Performance and Evaluation**  
Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

**and Urban Development**  
Office of Public and Indian

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Management Improvements	a. Training for Mod/Maint staff to keep updated on rules and regulations.	1408		2,000				
	b. Economic Development to train residents for employment.		8	114,816				
	c. Coordination of resident activities.		1	42,120				
	<b>SUBTOTAL</b>			<b>158,936</b>				
2. PHA Wide Administrative	a. Modernization staff wages.	1410	3	85,197				
	b. Fringe benefits for Mod staff.		3	29,519				
	c. Travel for training.			2,000				
	<b>SUBTOTAL</b>			<b>116,716</b>				
3. PHA Wide Fees & Costs	a. Consultant for hazardous waste for LBP abatement.	1430		35,000				
	b. A & E Services for development and assistance of contracts			10,000				
	<b>SUBTOTAL</b>			<b>45,000</b>				
4. WA 3-1 Westpark	Landscaping, erosion control	1450		178,090				
	<b>SUBTOTAL</b>			<b>178,090</b>				
5. WA 3-8 Tara Heights	Landscaping, erosion control	1450		5,000				
	<b>SUBTOTAL</b>			<b>5,000</b>				

(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) to be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  
  
Merrill Wallace II, PHM  
  
Date:

Signature of Public Housing Director/Office of Native American Programs Administrator and Date  
  
Date:

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

OMB Approval No. 2577-0157  
(exp. 7/31/98)

**Annual Statement / Performance and Evaluation**  
Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
6. WA 3-1 Westpark	Abatement of hazardous waste materials in dwelling units.	1460	43	77,400				
6. WA 3-1 Westpark	Retrofit units to meet local building/safety codes, energy efficiency and replace deteriorating conditions of existing buildings. (F)	1460	43	797,555				
	<b>SUBTOTAL</b>			<b>874,955</b>				
7. WA 3-1 Westpark	a. Relocate families to abate lead from units.	1495.1	43	25,800				
	<b>SUBTOTAL</b>			<b>25,800</b>				
8. Contingency	.6% of Annual Grant Amount			9,485				
	<b>SUBTOTAL</b>			<b>9,485</b>				
	<b>GRAND TOTAL</b>			<b>1,413,982</b>				

(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) to be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  Merrill Wallace II, PHM	Signature of Public Housing Director/Office of Native American Programs Administrator and Date  Date:
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**Annual Statement/Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP) Part III:**  
**Implementation Schedule**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0157 (exp. 7/31/98)

Office of Public and Indian Housing

Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	3/31/02			3/31/03			
Management Improvements							
5a.	3/31/02			3/31/03			
5b.	3/31/02			3/31/03			
5c.	3/31/02			3/31/03			

(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) to be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Merrill Wallace II, PHM Date:	Date:



**ATTACHMENT WA003d02**

**Five-Year Action Plan**

**Part I: Summary**

Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157 (Exp. 07/31/98)

HA Name: HOUSING AUTHORITY OF THE CITY OF BREMERTON		Locality (City/County & State): BREMERTON - KITSAP - WASHINGTON			<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	
A. Development Number/Name		Work Statement for Year 1 FFY: 2000	Work Statement for Year 2 FFY: 2001	Work Statement for Year 3 FFY: 2002	Work Statement for Year 4 FFY: 2003	Work Statement for Year 5 FFY: 2004
WA 3-1	WESTPARK	See Annual Statement	1,050,011	1,046,898	1,043,704	1,053,666
WA 3-8	TARA HEIGHTS		5,000	5,000	5,000	5,000
<b>B. Physical Improvements Subtotal</b>			1,055,011	1,051,898	1,048,704	1,058,666
<b>C. Management Improvements</b>			158,936	158,936	158,936	158,936
<b>D. HA-Wide Nondwelling Structures and Equipment</b>			-0-	-0-	-0-	-0-
<b>E. Administration</b>			119,750	122,863	126,057	129,344
<b>F. Other *1430/1495.1/1502</b>			80,285	80,285	80,285	67,046
<b>G. Operations</b>			-0-	-0-	-0-	-0-
<b>H. Demolition</b>			-0-	-0-	-0-	-0-
<b>I. Replacement Reserve</b>			-0-	-0-	-0-	-0-
<b>J. Mod Used for Development</b>			-0-	-0-	-0-	-0-
<b>H. Total CGP Funds</b>			1,413,982	1,413,982	1,413,982	1,413,982
<b>I. Total Non-CGP Funds</b>			-0-	-0-	-0-	-0-
<b>J. Grand Total</b>			1,413,982	1,413,982	1,413,982	1,413,982
Signature of Executive Director			Date:	Signature of Public Housing Director/Office of Native American Programs Administrator	Date:	
<b>X</b>			04/19/00	<b>X</b>		

Merrill Wallace II, PHM

\* Other: Fees & Costs for A&E and Consultant Services, and funds in contingency.

**ATTACHMENT WA003d02**

**Five-Year  
Action Plan  
Part II:**

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

Supporting Pages  
Physical Needs  
Work Statement(s)  
Comprehensive  
Grant Program  
(CGP)

Work Statement  for Year 1 FFY:  2000	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
See Annual Statement	<u>WA 3-1 WESTPARK</u> Continue with abatement of dwelling units, including leadbase paint. Directly related to LBP work: exterior jambs, interior doors, and soffitt encapsulation.	43	77,400	<u>WA 3-1 WESTPARK</u> Continue with abatement of dwelling units, including leadbase paint. Directly related to LBP work: exterior jambs, interior doors and soffitt encapsulation.	43	77,400
	Items needed to retrofit units in order to meet local building, safety codes, energy efficiency and replacement of deteriorating conditions of existing building components; exterior doors, flooring encapsulation, GFI's, kitchen cabinets, backsplashes, counters, electrical wiring, energy efficient lights, bathroom fans, replace interior closet, tub surrounds, inside plumbing, tub replacements, kitchen and bathroom faucets, kitchen sinks, sheetrock, windows and exterior unit access.	43	797,555	Items needed to retrofit units in order to meet local building, safety codes, energy efficiency and replacement of deteriorating conditions of existing building components; exterior doors, flooring encapsulation, GFI's, kitchen cabinets, backsplashes, counters, electrical wiring, energy efficient lights, bathroom fans, replace interior closet, tub surrounds, inside plumbing, tub replacements, kitchen and bathroom faucets, kitchen sinks, sheetrock, windows and exterior unit access.	43	797,555
	<b>Subtotal of Estimated Cost</b>		874,955	<b>Subtotal of Estimated Cost</b>		874,955

**ATTACHMENT WA003d02**

**Five-Year  
Action Plan**

**U.S. Department of Housing  
and Urban Development**

**Part II:** Supporting  
Pages  
Physical Needs Work  
Statement(s)  
Comprehensive Grant  
Program (CGP)

Office of Public and Indian Housing

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
<b>See Annual Statement</b>	<u>WA 3-1 WESTPARK</u> Site Improvement/Erosion control.		41,966	<u>WA 3-1 WESTPARK</u> Site Improvement/Erosion control.		38,853
	Payroll and benefits for Nursery/ Landscape program trainers and trainees		133,090	Payroll and benefits for Nursery/ Landscape program trainers and trainees		133,090
	<u>WA 3-8 TARA HEIGHTS</u> Site Improvement/Erosion Control.		5,000	<u>WA 3-1 TARA HEIGHTS</u> Site Improvement/Erosion Control		5,000

**ATTACHMENT WA003d02**

	<b>Subtotal of Estimated Cost</b>	180,056		<b>Subtotal of Estimated Cost</b>	176,943

**Five-Year Action Plan**  
**Part II:**  
Supporting Pages  
Physical Needs  
Work Statement(s)  
Comprehensive  
Grant Program  
(CGP)

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

Work Statement  for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
<b>See Annual Statement</b>	<u>WA 3-1 WESTPARK</u> Continue with abatement of dwelling units, including leadbase paint. Directly related to LBP work: exterior jambs, interior doors, and soffitt encapsulation.	43	77,400	<u>WA 3-1 WESTPARK</u> Phase I and II completion of asbestos floor abatement, vinyl thermo pane window installation, exterior steel door, and exterior Address-O-light installation.	243	483,200
	Items needed to retrofit units in order to meet local building, safety codes, energy efficiency and replacement of deteriorating conditions of existing building components; exterior doors, flooring encapsulation, GFI's, kitchen	43	797,555	Roof replacements.	180	401,710

**ATTACHMENT WA003d02**

cabinets, backsplashes, counters, electrical wiring, energy efficient lights, bathroom fans, replace interior closet, tub surrounds, inside plumbing, tub replacements, kitchen and bathroom faucets, kitchen sinks, sheetrock, windows and exterior unit access.

**Subtotal of Estimated Cost**

874,955

**Subtotal of Estimated Cost**

884,910

**Five-Year Action Plan**  
Part II: Supporting Physical Needs Work Statement(s)  
Comprehensive Grant Program (CGP)

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs	Development Number/Name/General Description of Major Work Category	Quantity	Estimated Costs
See Annual Statement	<u>WA 3-1 WESTPARK</u> Site Improvement/Erosion Control		35,659	<u>WA 3-1 WESTPARK</u> Site Improvement/Erosion control		35,666
	Payroll and benefits for Nursery/ Landscape program trainers and trainees		133,090	Payroll and benefits for Nursery/ Landscape program trainers and trainees		133,090

**ATTACHMENT WA003d02**

WA 3-8 TARA HEIGHTS  
Site Improvement/Erosion Control

5,000

WA 3-8 TARA HEIGHTS  
Site Improvement/Erosion control.

5,000

**Subtotal of Estimated Cost**

173,749

**Subtotal of Estimated Cost**

173,756

**Five-Year Action Plan Part III:**  
U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Supporting Pages  
Management Needs  
Work Statement(s)  
Comprehensive  
Grant Program  
(CGP)

Work Statement  for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	General Description of Major Work Category	Quantity	Estimated Costs	General Description of Major Work Category	Quantity	Estimated Costs
	Staff training to keep updated on		2,000	Staff training to keep updated on		2,000

**ATTACHMENT WA003d02**

<b>See Annual Statement</b>	regulations and rules.			regulations and rules.	
	Economic development for resident training programs for future employment		114,816	Economic development to resident training programs for future employment.	114,816
	Coordination of resident activities.		42,120	Coordination of resident activities.	42,120
		<b>Subtotal of Estimated Cost</b>	158,936	<b>Subtotal of Estimated Cost</b>	158,936

**ATTACHMENT WA003d02**

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	General Description of Major Work Category	Quantity	Estimated Costs	General Description of Major Work Category	Quantity	Estimated Costs
<b>See Annual Statement</b>	Staff training to keep updated on regulations and rules.		2,000	Staff training to keep updated on regulations and rules.		2,000
	Economic development for resident training programs for future employment		114,816	Economic development to resident training programs for future employment.		114,816
	Coordination of resident activities.		42,120	Coordination of resident activities.		42,120
	<b>Subtotal of Estimated Cost</b>			<b>Subtotal of Estimated Cost</b>		
			158,936			158,936

**ATTACHMENT WA003d05**  
**Public Housing Drug Elimination Program Plan**

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ 138,222**  
**B. Eligibility type (Indicate with an "x")** N1 \_\_\_\_\_ N2 \_\_\_\_\_ **R X** \_\_\_\_\_  
**C. FFY in which funding is requested 2000**  
**D. Executive Summary of Annual PHDEP Plan**

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

The Housing Authority of the City of Bremerton operates Westpark, a low-income housing development consisting of 603 units with an approximate population of 1,700 residents. The Housing Authority's long-term goal is to drastically reduce drug abuse and criminal activity in this community and provide a neighborhood where residents are involved and feel safe and secure. The P.R.I.D.E. prevention and intervention activities are designed to provide the foundation for this change. Youth and family recreational, educational, and employment readiness programs along with law enforcement, supportive services, physical improvements and management practices provide a comprehensive approach to eliminate drug activity in our public housing. In cooperation with BHA are these major community partners: Kitsap Community Resources, YMCA, Bremerton Police Department and Olympic College.

**E. Target Areas**

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Westpark	580	1631
Tara Heights	23	69

**F. Duration of Program**

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

**6 Months** \_\_\_\_\_ **12 Months** **X** **18 Months** \_\_\_\_\_ **24 Months** \_\_\_\_\_ **Other** \_\_\_\_\_

**ATTACHMENT WA003d05**

**G. PHDEP Program History**

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	\$250,000	WA19DEP0030196	0	GE	
FY 1997	\$250,000	WA19DEP0030197	\$34,119.88		12/00
FY1998	\$180,900	WA19DEP0030198	\$39,983.34		12/00
FY 1999	\$132,624	WA19Dep0030199	\$51,570.99		12/00

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

**BHA** hopes to decrease criminal activity in and around Housing Authority Property. A collaborative partnership between local law enforcement, the local Community College and an array of social service agencies work together to prevent crime and violence from occurring. By concentration on programs such as; drug and crime prevention education, recreational activities for youth, families and adults, educational opportunities, job preparation and training and youth sports activities in the targeted neighborhoods, an environment is created where crime cannot thrive or grow. The Housing Authority, along with our partner agencies, work to motivate residents to be more involved in their community. Resident youth and adults involved in positive programming steer away from more negative activities. The Housing Authority hopes to continually increase resident participation and will monitor our progress through examination of participation levels and achievements in all of our programs.

**B. PHDEP Budget Summary**

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

<b>FY <u>00</u> PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$45,222
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$93,000

**ATTACHMENT WA003d05**

<b>TOTAL PHDEP FUNDING</b>	<b>\$138,222</b>
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**ATTACHMENT WA003d05**

**C. PHDEP Plan Goals and Activities**

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

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Community Police			1/01	12/01	\$0	\$57,000/BHA	Crime Statistics
2.							
3.							

<b>9120 - Security Personnel</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. As Needed hire					\$0	\$20,000/BHA	Eviction Statistics
2.							
3.							

**ATTACHMENT WA003d05**

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Improved Lighting			10/00	12/00	\$0	\$23,000/ HUD Grant	Crime Statistics
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$45,222.00</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Americorps	300	Y&A	1/01	12/01	\$27,722	\$70,000 KCR& BHA	Participant/Volunteer's
a. Tutoring	60	Y	1/01	6/01	-	\$2,500 OSPI	Academic Performance
b. Recreation	250	Y&A	1/01	12/01	-	-	Participant's
2. YMCA	50	Y	1/01	12/01	\$13,000	\$4,000	Participant's
3. Swimming	50	Y&A	1/01	12/01	\$1,000	\$1,000	Participant hours and level advancement
4. Campfire	30	Y	1/01	12/01	\$1,000	\$500 BHA	Participant Hours
5. Scouts	10	Y	1/01	12/01	\$500	\$2,000	Participant and Volunteer

**ATTACHMENT WA003d05**

						BHA/ Scouts	Hours
6. Even Start	50	Families	1/01	12/01	\$0	\$20,000 BHA/ OC	Participant Hours and GED Completion
7. Job Training	10	A	1/01	12/01	\$0	\$40,000 BHA/ KCR	#'s Finding full time Employment
8. Parenting	10	A	1/01	12/01	\$1000	\$5,000 Project Family	Increased Knowledge Evident by pre/post survey
9. Computer Lab	200	Y&A	1/01	12/01	\$1000	\$20,000 BHA	# of Computer User Hours

<b>9170 - Drug Intervention</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>						<b>Total PHDEP Funds: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators

**ATTACHMENT WA003d05**

1. Office Assistant			1/01	12/01	25000	\$12,000/ BHA	# Programs
2. Program Assistant			1/01	12/01	37000	\$12,000/ BHA	# Centers Users
3. Lab Assistant			1/01	12/01	31000	\$12,000/ BHA	# Lab Users

**Section 3: Expenditure/Obligation Milestones**

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

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	Activities 1,2,3			\$45,222.00
9170				
9180				
9190	Activities 1,2,3			\$93,000.00
<b>TOTAL</b>		\$		\$138,222.00

**Section 4: Certifications**

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

**HOUSING AUTHORITY OF THE CITY OF BREMERTON**  
**COMMENTS ON AGENCY PLAN**  
**FY 10/01/99 – 09/30/00**

**A. Comments received from the Resident Advisory Board (06/15/00):**

**HOUSING NEEDS**

**Question 1: What is the average length of occupancy in Public Housing?**

*Answer: Currently the Housing Authority does not track this data. We can create a customized report to provide this data, and will do so no later than 08/15/00.*

**Question 2: What is the actual turnover time required between unit occupancy in Public Housing?**

*Answer: HUD has no set “required” time for turnover of units; however, the Housing Authority strives to maintain turnover days per unit for maintenance preparation and lease-up, at less than 20 days, to obtain an “A” on the turnover indicator which measures a portion of our performance under the Public Housing Assessment System (PHAS). Currently the average turnover days are approximately 14 days.*

**Question 3: If more than 48 hours, what is prohibiting a more timely turnover?**

*Answer: HUD considers turnovers completed within 20 days as “excellent” and most definitely timely. To complete unit repairs, paint, general maintenance and cleaning in 48 hours or less is nearly impossible. Unsure as to whether this question is in regards to the completion of emergency repairs, for occupied units; such repairs are normally completed within 24 hours.*

**Question 4: Aren’t there plans to convert Public Housing into Section 8 Vouchers? (Housing Choice Voucher) If so, when will this happen?**

*Answer: Currently, the Housing Authority has no plans to convert Public Housing into Section 8 Vouchers.*

**Question 5: When is the public going to be informed of this change?**

*Answer: not applicable.*

**Question 6: When will the ceiling rate on the market value of rents be increased so that tenant can choose from a wider selection of housing available in the community?**

*Answer: “Ceiling rents” are a type of rent calculation used by some Housing Authorities across the country, in the Public Housing Program. If your question is referencing “Fair Market Rents” (FMRs) utilized in the Section 8 Certificate/Voucher Programs:*

*Fair Market Rents are adjusted by HUD on annual basis, usually around January 1<sup>st</sup> each year. The Housing Authority has no control and little influence on the amount of the Fair Market Rents determined by HUD.*

**Question 7: A number of housing options in safe neighborhoods are just out of reach to Section 8 participants because the ceiling rent [Fair Market Rent] is too low.**

**Answer:** The Housing Authority will forward your concern to HUD; as stated above, the Housing Authority has no control and little influence on the amount of the Fair Market Rents determined by HUD.

**Question 8: The change from Certificate to Voucher (without raising the ceiling rent [Fair Market Rent] opens the tenant to incur a higher housing cost than need be.**

*Answer: The Housing Authority will forward your comment to HUD; in addition, we will analyze our financial records and tenant records to create a report that shows the average tenant rent, Housing Assistance Payment and Gross Rent, per bedroom size issued, in comparison to the same data last year. Without a thorough analysis, it is difficult to determine whether tenants are indeed incurring a higher housing cost, and if so, the average increase. The Voucher Program in general (old program and the new Housing Choice Voucher) do tend to increase a participant's choice in housing by allowing participants to pay more than 30% of their adjusted gross income, towards rent. However, recognizing the need to maintain rents at a level that does not "over burden" the participant, participants may not pay more than 40% of their adjusted gross income towards their share of the rent, unless the participant is continuing to lease the same unit. The Housing Authority discourages any participant from paying more than 40% of their adjusted gross income towards their share of the rent.*

**Question 9: Screening Section 8 applicants is reference. What would the screening process look like?**

*Answer: Provided the Housing Authority has budget authority available, please refer to Chapter 2, Sections F. and G, of the Section 8 Administrative Plan. Basically the Housing Authority will screen participants for previous program violations and/or fraud; outstanding debts; behaviors referenced in our "One-Strike Your Out Policy"; and drug related and/or violent criminal activity within the past 36 months, prior to admission to the program.*

**Question 10: What is the Consolidated Plan?**

*Answer: The Consolidated Plan is the result of a process set forth by the United States Department of Housing and Urban Development to replace the planning and application aspects of the Community Development Block Grant (CDBG) and HOME Programs with a single document.*

*It encompasses three documents: The Comprehensive Housing Affordability Strategy (CHAS), the CDBG Final Statement, and the HOME Program Description.*

*The “Plan” creates the opportunity for strategic planning and citizen participation toward housing, community and economic development to take place in a comprehensive context. The Plan consists of a community profile, housing market and affordability analysis, strategic five-year plan, and one-year action plan for spending priorities. The current Consolidated Plan runs from January 1, 1996 to December 31, 2000. The Consolidated Plan is currently in the process of being revised and updated; the Housing Authority plays a key role in this process.*

**Question 11: What are the “broader community strategies” that BHA would ensure coordination with, if requested?**

*Answer: Changing Needs or gaps identified by the community; usually, through a housing needs assessment; in addition, gaps identified by the Continuum of Care Coalition and/or in the Consolidated Plan.*

**Question 12: What consideration has BHA given to other housing arrangements? Such as Co-op Ownership, or Section 8 participant management of BHA property scattered throughout the community?**

*Answer: The Housing Authority is currently analyzing various homeownership programs and looks forward to the development of homeownership programs in the next year. The Housing Authority has never been approached by participants in the Section 8 Program with an interest in managing BHA property.*

**Question 13: Provide employment preferences or create employment opportunities for (as allowed by law) BHA participants [and children?] to:**

- a. Clean apartments,
- b. Clean grounds,
- c. Companionship for seniors,
- d. Domestic Help for temporary housebound,
- e. Distributing newsletter throughout Westpark.

*Answer: The Housing Authority currently has several programs that do create employment and training opportunities for BHA participants. The Housing Authority welcomes any comments and/or suggestions the RAB may have in expanding existing programs and/or developing new programs.*

#### **ELIGIBILITY SELECTION AND ADMISSION**

**Statement 1: [Complete] Criminal background checks for all annual reviews.**

*Answer: Currently the Housing Authority only completes criminal background checks for applicants prior to admission into Public Housing. However, if budget authority is available, the Housing Authority intends to add criminal background checks as part of the eligibility screening process for applicants in the Section 8 Voucher Program. At this time it is not financially feasible to conduct criminal background checks for all participants as part of the annual recertification process.*

*The Housing Authority looks forward to working collaboratively with the RAB to determine if Annual Criminal Background Checks may be beneficial to participants, and/or provide benefits in the administration and management of our programs, and/or reduce program fraud.*

**Question 2: Does BHA Receive routine updates from local law enforcement stating whether participants have been convicted of a crime?**

*Answer: The Housing Authority works cooperatively with Bremerton Police Department and Receives daily information in regards to Public Housing Residents. The Housing Authority also investigates allegations and/or criminal activity for Section 8 Participants.*

### **RENT DETERMINATION POLICY**

**Question 1: Medicine deduction off of rent? For seniors, can a deduction of 100% of verified non-covered prescribed medication be applied to their rent calculation? (Refer to Chapter 6 A-3.)**

*Answer: Allowable medical expenses are determined by Federal Regulations under CFR 5.609, and the Housing Authority must follow federal guidelines.*

**Question 2: Does BHA routinely provide participants with a breakdown of their rent calculation after reviews? If not, why not?**

*Answer: The Housing Authority currently process annual recertifications through the mail, instead of having participants come in to the office. As a result of this process, we do not routinely provide participants with a breakdown of their rent calculation after the annual review process. We do however, mail copies of the Lease Addendum to both the Section 8 Landlord and participant, which shows the new rent amount and effective date. We will gladly provide a copy of the rent calculation sheet to any participant that requests one.*

**Question 3: Does BHA routinely notify participant of rent changes?**

*Answer: YES. The Housing Authority notifies participants of a rent change by sending a copy of the Addendum to Lease, to the participant, which clearly shows the new rent amount and effective date.*

**Question 4: Does BHA routinely notify Owners of rent changes?**

*Answer: YES. The Housing Authority notifies Section 8 owners of a rent change by sending a copy of the Addendum to Lease, to the Section 8, which clearly shows the new rent amount and effective date.*

**Question 5: How does BHA determine allowable medical expenses for prescribed and non-prescribed medications?**

*Answer: In accordance with the Federal Regulations as outlined under CFR 5.609(a)(2) and 5.603. In addition, IRS Publication 502 is also used as a guide. Non-prescriptive medicines are allowed, if doctor-recommended (in writing) with a specific dosage. Please refer to Chapter 6.M of the Section 8 Administrative Plan for further clarification.*

**Question: 6: Is this determination [allowable medical expenses] the same for Public Housing and Section 8 participants?**

*Answer: The determination is very similar, but not exactly the same. For public housing, only CFR 5.603 is applicable, in addition to IRS Publication 502. Non-prescriptive medicines are allowed, if doctor-recommended (in writing) with a specific dosage. Please refer to Chapter 6.P of the Admissions and Continued Occupancy Policy of Public Housing for further clarification.*

**Question 7: When all BHA program participants are converted to the Housing Choice Voucher Program, what will be the changes to allowable medical expenses in rent determination?**

*Answer: There will be no change in allowable medical expenses from the old Certificate/Voucher Program to the New Housing Choice Program.*

**Statement 8: Dental expenses (including premiums) not covered by insurance deducted from rent determination.**

*Answer: The Housing Authority can only deduct allowable medical expenses in accordance with federal requirements, which results in a “medical allowance”; we cannot deduct dental expenses, including premiums not covered by insurance from the rent determination.*

## **CAPITAL IMPROVEMENT PLAN**

**Question 1: With the discussion of demolition of Public Housing, when does BHA intend to stop renovation efforts to prevent waste of public monies?**

*Answer: Currently the Housing Authority has no immediate plan to demolish public housing. Long-range discussions regarding the future of Westpark Public Housing have been discussed on an informal level during Stakeholders Meetings. The purpose of the Stakeholders Meetings is to determine the future of Westpark Public Housing. Currently, the Housing Authority is required by HUD to remove lead-based paint found in units throughout Westpark Public Housing and renovation efforts are currently focused around the removal of such.*

**Question 2: Why is in excess of \$5 million allocated to renovation of Public Housing for years 2000-2004, while discussion is ongoing of demolition? Please see pg. 57.**

*Answer: As previously stated, the Housing Authority has allocated the majority of capital improvement funds to the removal of lead-based paint in Westpark units. Part of the removal process results in the renovation of the unit. Currently the Housing Authority is required to do so. Discussions regarding the demolition of public housing have been informal at best, during Stakeholders Meetings. Currently, the Housing Authority has no “formal plan” to demolish public housing and/or stop renovation efforts. Again, the purpose of the Stakeholder’s Meetings is to determine the future of Westpark Public Housing, which may include long-range plans and changes to existing public housing units.*

#### **DEMOLITION AND DISPOSITION PLAN – PUBLIC HOUSING**

**Question 1: Is BHA considering at any level the demolition of Westpark?**

*Answer: Currently the Housing Authority has no immediate plan or future plan to demolish public housing units located within Westpark.*

**Question 2: If not, why not?**

*Answer: As stated previously, the purpose of the Stakeholder’s Meetings is to determine the future of Westpark Public Housing, which may include long-range plans and changes to existing public housing units. A complete analysis of Housing Needs and Gaps, and the effect on the community and residents if Westpark were indeed to become something different than it currently is, plays a small part in this very complicated process. When all aspects of Westpark Public Housing have been thoroughly discussed and analyzed, the Housing Authority will develop appropriate long-range solutions.*

**Question 3: What is a HOPE VI revitalization grant?**

*Answer: The purpose of a HOPE VI Revitalization Grant is to enable public housing agencies to improve the living environment for public housing residents of severely*

*distressed public housing projects and Demolition Grants to expedite the demolition of obsolete and/or severely distressed public housing units.*

**Question 4: Why isn't BHA considering applying for a HOPE VI revitalization grant?**

*Answer: Before the Housing Authority can even consider applying for a HOPE VI Grant, we must first determine if Westpark fits within the definition of "obsolete and/or severely distressed." When then must determine (along with the community), what is the best plan to improve the living environment of residents in Westpark. The Housing Authority is currently involving the community through Stakeholder's Meetings, to assist us in making these determinations; we may end up with a list of viable solutions that may drastically change Westpark, or we may end up with a solution that results in very little change.*

#### **DESIGNATION OF ELDERLY AND/OR HANDICAPPED DEVELOPMENTS – PUBLIC HOUSING**

**Question 1: Where does BHA stand on separating Senior/Senior Disabled from younger, yet disabled people?**

*Answer: The Housing Authority intends to designate approximately 27 units of public housing to families/individuals that are elderly (age 62 or older), who may or may not, also be handicapped. If HUD approves our elderly designation plan, the Housing Authority will more than likely relocated those families or individuals that are not elderly, into other public housing units.*

**Question 2: Which 27 units does BHA intend to request of HUD to designate as senior, or disabled housing?**

*Answer: The Housing Authority has selected 27 units located within Westpark on Searle Street, commonly known as "Searle." These units are all 1-bedroom units, single level, with no steps, and made of brick construction with small back patios and a separate community room. At this time, the Housing Authority has no plans of designated a group of public housing units exclusively to disabled/handicapped individuals and/or families, other than those units that have been substantially modified to accommodate families/individuals that are handicapped/disabled (such as wheel chair accessible units.)*

#### **CONVERSION OF PUBLIC HOUSING PLAN**

**Question 1: What notice will be given to Westpark, Tara Heights participants prior to conversion of Public Housing?**

*Answer: Currently, the Housing Authority has no immediate plans to convert public units (a project-based subsidy) to a tenant-based subsidy, such as the Section 8 Voucher Program.*

**Question 2: Will BHA give full consideration to program participants in the planning of any conversion plans?**

*Answer: If the Housing Authority ever determines that conversion of public housing units to tenant-based subsidy is necessary, residents will be extremely involved in the planning process.*

**Question 3: What are the requirements for a mandatory conversion assessment?**

*Answer: Housing Authorities are required to conduct a “conversion assessment” within two years of the effective date (10/01/99) of the 1998 Quality Housing Work and Responsibility Act (QHWRA). A Housing Authority may be mandated by HUD, or may voluntarily elect, to convert public housing units to vouchers, based on the conversion assessment. The conversion assessment must determine that the conversion from public housing units to voucher subsidy will: 1. Not be more expensive than the continued operation of public housing; 2. Will benefit the residents of public housing; and 3. Will not adversely affect the availability of affordable housing in the community.*

*A mandatory or required conversion of public housing units to voucher subsidy, occurs when the conversion assessment determines that a public housing project is “severely distressed” using criteria established by the National Commission on Severely Distressed Public Housing, and a Housing Authority fails to adequately develop or implement a plan for removing the distressed property, HUD is required to take action.*

**Question 4: What is the reason that BHA doesn’t have any public housing developments that qualify for a mandatory conversion assessment?**

*Answer: Currently the public housing units owned by BHA (Westpark and Tara Heights) does not meet the definition of a severely distressed property.*

**Question 5: How could present participants purchase the unit they currently reside in prior to conversion?**

*Answer: If HUD approved a conversion plan, based on a conversion assessment, federal regulations provide an opportunity for public housing residents to purchase the “public housing development” in the case of a proposed disposition; however, not in the case of demolition. The majority of the units located within Westpark are multiplex, containing two or more units. Only a few units are “stand alone” units; the majority of these are three bedroom units. Although Westpark totals 587 units within the development, residents may be able to purchase single buildings, versus the entire development.*

## **HOMEOWNERSHIP OPPORTUNITIES**

**Question 1: What counseling and down payment savings programs is BHA contemplating?**

*Answer: The Housing Authority is hoping to establish several homeownership programs this fiscal year, aimed at increasing self-sufficiency. Homeownership programs will include some type of budgeting counseling, credit counseling, and a variety of seminars regarding basic home repairs. The Housing Authority has recently applied for a grant to establish Individual Development Accounts (IDAs), which combined with a homeownership program can assist families/individuals in purchasing a home. If the housing Authority receives this grant, a financial specialist may be employed to develop the homeownership program(s) and IDAs for participants.*

**Question 2: Can a participant use the BHA program to purchase land for a mobile home under the Homeownership and Self-Sufficiency programs?**

*Answer: Currently the Housing Authority has not developed and implemented a homeownership program that involves the purchase of land for a mobile home. However, in the Family Self-Sufficiency Program, most participants maintain an escrow account, which upon graduation of the program, they may use any way they want.*

## **COMMUNITY SERVICE AND FAMILY SELF-SUFFICIENCY**

**Statement 1: Provide employment preferences to BHA participant children (as allowed by law). This will promote a sense of responsibility to self and community. This might reduce destructive behavior in the long run.**

- **Clean Apartments** · **Clean Grounds** · **Companionship for Seniors**
- **Domestic Help for Temporary House-Bound**
- **Distributing Newsletters Throughout Westpark**

*Answer: The Housing Authority currently has several programs that do create employment and training opportunities for BHA participants. The Housing Authority welcomes any comments and/or suggestions the RAB may have in expanding existing programs and/or developing new programs.*

**Question 2: Will the Community Service requirements extend to Section 8 participants?**

*Answer: No; the community service requirements under QHWRA are federally mandated for public housing residents only, who are able to work, but are not working. In some instances, if a resident is receiving Temporary Assistance for Needy Families (TANF) and are in non-compliance with Washington State's Workfirst Program, these individuals may also be required to provide community service.*

**Question 3: Is childcare provided to participants required to perform Community Service?**

*Answer: No.*

**Statement 4: Establish mentor programs for participant children.**

*Answer: Currently the Housing Authority has developed and implemented a mentoring program at the Community Center. The programs are available to both public housing residents and Section 8 participants.*

**Statement 5: Public recognition of responsible teens.**

*Answer: The Housing Authority currently has several programs at the Community Center geared to teens; several of them include recognition of some type. The programs are available to both public housing residents and Section 8 participants.*

**SAFETY AND CRIME PREVENTATION**

**Question 1: How does BHA plan to implement and manage mandatory Anger Management Courses for those BHA program participants who are identified?**

*Answer: At this time, the Housing Authority has no future plans to implement mandatory Anger Management Courses for BHA program participants. The Housing Authority has developed and implemented “counseling” programs, which include Anger Management at the Community Center. Such programs are instructed by trained, professional counselors normally under a contract agreement with BHA.*

**Statement 2: Include written proof of successful completion of Anger Management Course language in such a program adopted by BHA.**

*Answer: Currently, the counseling programs provided by the Housing Authority are not mandatory. The Housing Authority does not mandate participants to attend, or graduate, from counseling programs. The Housing Authority looks forward to future discussions with the RAB in regards to expanding current counseling programs; however, without a legal requirement for participants to attend and/or graduate, “mandatory programs” may be difficult to develop and/or implement.*

**Question 3: What will be the consequences for the individual upon violation of mandatory Anger Management Course?**

*Answer: If a mandatory counseling program is developed, the consequences for not completing the requirements of the program would be outlined at that time.*

**Question 4: What will be the affect on the family once an individual is identified for the mandatory Anger Management course?**

*Answer: It is difficult to assess how any family and/or individual may be affected by a mandatory counseling program. If a mandatory counseling program were, developed, individual “affects” on a family would be measured.*

**Question 5: Should the offender return to/remain in the home after violation of the mandatory Anger Management Course, [and] what consequences (if any) do the family members face allowing the person to remain in the home?**

*Answer: If a mandatory counseling program were developed, consequences for the perpetrator and/or victim would be outlined at that time.*

**Question 6: Will BHA initiate eviction of only [the] individual? Or, eviction of [the] complete family?**

*Answer: If a mandatory counseling program were developed, consequences for the perpetrator and/or victim would be outlined at that time.*

**Question 7: Pertaining to Section 8 participants, will the family face termination of BHA programs, should [the] individual remain in/return to the home, while in violation of a mandatory Anger Management Course?**

*Answer: If a mandatory counseling program were developed, consequences for the perpetrator and/or victim would be outlined at that time.*

**Question 8: Will there be a list of approved Anger Management Schools?**

*Answer: If a mandatory counseling program were developed a list of approved Anger Management Schools may be available at that time.*

**Question 9: What will BHA require of the Anger Management Schools to qualify as an approved School? i.e. what will successful completion requirements look like?**

*Answer: As stated previously, If a mandatory counseling program is developed, the consequences for not completing the requirements of the program would be outlined at that time, as would the requirements for successful completion.*

**Question 10: How does BHA verify that minor members of participant families are not violating drug policies?**

*Answer: Please refer to Chapter 15, Denial or Termination of Assistance, in the Administrative Plan for the Section 8 Program; and Chapter 12, Lease Terminations, in the Admissions and Continued Occupancy Policy for Public Housing.*

### **PET POLICY**

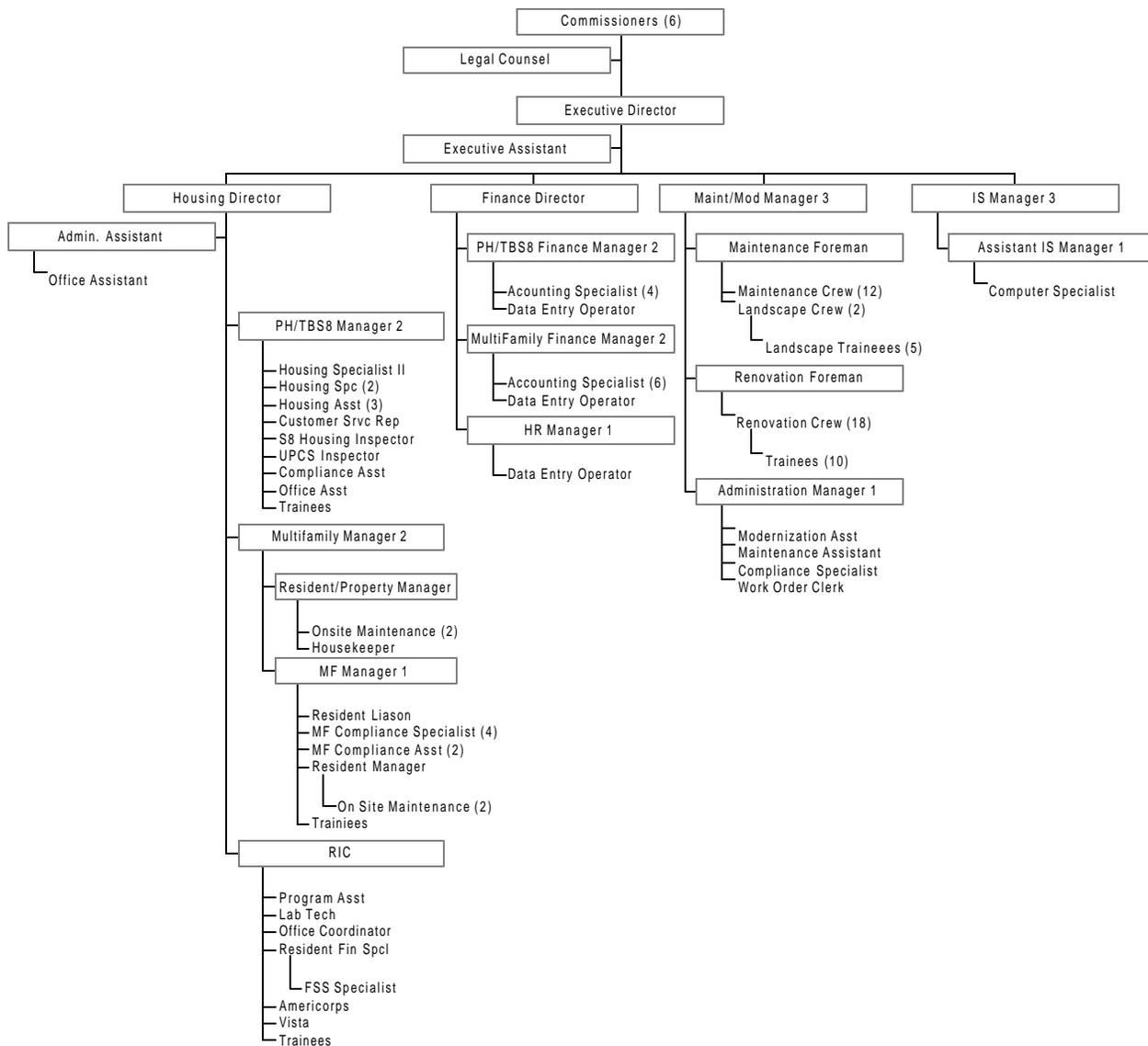
**Statement 1: That pet deposits be non-refundable, as is in the community.**

*Answer: Currently the pet policy for public housing residents requires residents to pay a \$200.00 pet deposit, of which \$50.00 is non-refundable to off-set charges such as routine fumigation and the maintenance of areas designated for walking pets and "other purposes." The Housing Authority established this policy so that residents would be encouraged and rewarded if their pet did not cause damage to their unit. If a resident's pet, or pet in a resident's home, does damage the premises, then the cost to repair such damages is deducted from the pet deposit at the time of move-out.*

**Statement 2: That pet deposits be required for dogs, cats, and rodents only.**

*Answer: Currently the pet policy requires pet deposits for a dog or cat. The only rodents allowed in the policy are guinea pigs, hamsters and gerbils, which must be enclosed in an acceptable cage at all times. It is unlikely that these types of pets would cause damage to a unit.*

## Housing Authority of the City of Bremerton



## Chapter 10

### PET POLICY

[24 CFR 5.309]

#### **INTRODUCTION**

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains BHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this BHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of BHA.

The purpose of this policy is to establish BHA's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

**Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.**

#### **ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability

#### **A. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by BHA management.

The pet owner must submit and enter into a Pet Agreement with BHA.

#### **Registration of Pets**

Pets must be registered with BHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

**Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.**

**Dogs and cats must be spayed or neutered.**

**Execution of a Pet Agreement with BHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.**

**Registration must be renewed and will be coordinated with the annual recertification date.**

**Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

### **Refusal To Register Pets**

BHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If BHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

BHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

BHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify BHA and agree to abide by all of the pet rules in writing.

### **B. STANDARDS FOR PETS**

**If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.**

Pet rules will not be applied to animals who assist persons with disabilities.

#### **Persons With Disabilities**

To be excluded from the pet policy, the resident/pet owner must certify:

**That there is a person with disabilities in the household;**

**That the animal has been trained to assist with the specified disability; and**

**That the animal actually assists the person with the disability.**

## **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident.

**Tenants are not permitted to have more than one *type* of pet.**

1. Dogs

**Maximum number: 1**

**Maximum adult weight: 25 pounds**

**Must be housebroken**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats

**Maximum number: 2**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be trained to use a litter box or other waste receptacle**

**Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds

**Maximum number: 2**

**Must be enclosed in a cage at all times**

**Large exotic birds may be denied**

4. Fish

Maximum aquarium size 30 gallons

**Must be maintained on an approved stand**

5. Rodents (guinea pig, hamster, or gerbil ONLY)

Maximum number: 2

**Must be enclosed in an acceptable cage at all times**

**Must have any or all inoculations as specified now or in the future by State law or local ordinance**

6. Turtles

Maximum number: 2

**Must be enclosed in an acceptable cage or container at all times.**

7. Other pets not specified above, must be approved by the HPM or HPS.

**C. PETS TEMPORARILY ON THE PREMISES**

**Pets which are not owned by a tenant will not be allowed.**

**Residents are prohibited from feeding or harboring stray animals.**

**This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by BHA.**

**State or local laws governing pets temporarily in dwelling accommodations shall prevail.**

**D. DESIGNATION OF PET/NO-PET AREAS**

**The following areas are designated no-pet areas,**

**With the exception of pets to assist persons with disabilities:**

BHA Administrative Offices

BHA Community Center

Play grounds

Ball field

Any Common area where children are at play

**E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

**Tenants with animals must pay a pet deposit.**

**The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.**

**An initial payment of \$200.00 on or prior to the date the pet is properly registered and brought into the apartment, and;**

**Monthly payments in an amount no less than \$50.00 until the specified deposit has been paid.**

**BHA reserves the right to change or increase the required deposit by amendment to these rules.**

**BHA will refund the \$150.00 Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.**

**BHA will retain \$50.00 to off-set charges such as routine fumigation and maintain areas designated for the walking of pets and “other purposes.”**

**BHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.**

**BHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, BHA will provide a meeting to discuss the charges.**

**All reasonable expenses incurred by BHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:**

**The cost of repairs and replacements to the resident's dwelling unit;**

**Fumigation of the dwelling unit, due to infestation;**

**Common areas of the project.**

**Pet Deposits are not a part of rent payable by the resident.**

#### **F. ALTERATIONS TO UNIT**

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

#### **G. PET WASTE REMOVAL CHARGE**

**A separate pet waste removal charge of \$10.00 per occurrence will be assessed against the resident for violations of the pet policy.**

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

**All reasonable expenses incurred by BHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:**

**The cost of repairs and replacements to the dwelling unit;**

**Excessive fumigation of the dwelling unit.**

**If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

**If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.**

**\$150.00 of the pet deposit will be refunded when the resident moves out.**

**The expense of flea deinfestation shall be the responsibility of the resident.**

## **H. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes. This area is listed in the Resident Handbook.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Residents must pick-up their animals bodily waste in any area including designated areas.

## **I. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

## **J. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements.** All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

**Removal of Waste From Other Locations.** The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

## **K. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

**L. RESPONSIBLE PARTIES**

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

**M. INSPECTIONS**

BHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

BHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

**N. PET RULE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has **10 business days** from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

**If the pet owner requests a meeting within the 10 day period, the meeting will be scheduled within 10 business days of the request for a meeting.**

**O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and BHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by BHA, BHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for BHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within 10 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**The Pet Violation Notice and Notice for Pet Removal may run concurrently.**

#### **P. TERMINATION OF TENANCY**

BHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

#### **Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if BHA after reasonable efforts cannot contact the responsible party, BHA may contact the appropriate State or local agency and request the removal of the pet.

**If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

#### **R. EMERGENCIES**

BHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

**If it is necessary for BHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.**