

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

PHA Plans

Annual Plan for Fiscal Year 2002

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

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the County of Clallam

PHA Number: WA004

PHA Fiscal Year Beginning: 07/2001

Public Access to Information at 2603 South Francis, Port Angeles, WA

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)

Annual PHA Plan
PHA Fiscal Year 2002
[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)]

The agency FY-2002 Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- Continued strengthening of our management policies and procedures to insure success in both reaching our goals and providing a platform for true self-sufficiency for our clientele. Increase our FASS scoring by reducing accounts receivable to 8%. *(PHA Goal – Improve the quality of assisted housing; Concentrate on efforts to improve management functions.)*
- Research the possibilities of creating a partnership with other agencies to develop the Mt. Angeles View Manor into a partial assisted living center. *(PHA Goal – Provide an improved living environment.)*
- Aggressive application for 20 additional vouchers for disabled households. *(PHA Goal - Expand the supply of assisted housing.)*
- Continue and expand the circle of communication between the agency, private landlords, other resources agencies and the residents and between the staff, the director and the Board. *(PHA Goals – Increase assisted housing choices; Ensure equal opportunity and affirmatively further fair housing Concentrate on efforts to improve management functions.)*

- Continue to streamline the maintenance operation in an effort to enhance and improve its stock as well as decreasing administrative costs. Increase MASS scoring in the area of turnover, reducing the average turnover time to 34 days. *(PHA Goal – Expand the supply of assisted housing; Improve the quality of assisted housing.)*
- Develop Emergency Plans and Procedures for both the agency and the residents, including implementing a Resident Safety Program. *(PHA Goal – Provide an improved living environment.)*
- Interlock the Community Service Plan for Public Housing Residents with other Self Sufficiency Programs. *(PHA Goal – Promote self-sufficiency and asset development of assisted households.)*
- Increase participation of outlying areas of the County by increasing both awareness and accessibility. *(PHA Goals – Increase assisted housing choices Ensure equal opportunity and affirmatively further fair housing.)*
- Implement Section 8 Homeownership Program. *(PHA Goal – Increase assisted housing choices.)*

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

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	7
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	22
5. Operations and Management Policies	28
6. Grievance Procedures	29
7. Capital Improvement Needs	30
8. Demolition and Disposition	32
9. Designation of Housing	33
10. Conversions of Public Housing	34
11. Homeownership	35
12. Community Service Programs	37
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43
17. Asset Management	43
18. Other Information	43

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration – Adopted & Submitted in the 2001 5 Year Plan
- FY 2001 Capital Fund Program Annual Statement (See WA004a04.doc)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart

- FY 2001 Capital Fund Program 5 Year Action Plan (See WA004a04.doc)
- Public Housing Drug Elimination Program (PHDEP) Plan WA004c04.doc
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment A - Resident Commissioner, Resident Advisory Board and Resident Councils
 - Attachment B - Follow Up Plan for Resident Satisfaction
 - Attachment C - Status of Goal Achievement of FY2001
 - Attachment D - PHDEP
 - Attachment E - Community Service Plan
 - Attachment F - Section 8 Homeownership Plan
 - Attachment G - Pet Policy

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	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.	Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
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 A & O Policy	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 A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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	Annual Plan: Capital

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Grant Program Annual Statement (HUD 52837) for the active grant year	Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
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
	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 (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1275	4	N/A	N/A	N/A	5	1
Income >30% but <=50% of AMI	1190	3	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	1308	3	N/A	N/A	N/A	N/A	N/A
Elderly	1405	3	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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 - State
Indicate year: 00
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	315		31
Extremely low income <=30% AMI	219	70%	
Very low income (>30% but <=50% AMI)	90	29%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	174	55%	
Elderly families	26	8%	
Families with Disabilities	115	37%	
White	268	85%	
Asian	4	1%	
Black(Non-hispanic)	3	1%	
American Indian/Native Alaskan	27	9%	
Hispanic	13	4%	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	137	43%	
2BR	99	31%	
3 BR	70	22%	
4 BR	6	2%	
5 BR	3	1%	
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 3			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	100		48
Extremely low income <=30% AMI	87	87%	
Very low income (>30% but <=50% AMI)	10	10%	
Low income (>50% but <80% AMI)	3	3%	
Families with children	59	59%	
Elderly families	9	9%	
Families with Disabilities	32	32%	
White	90	90%	

Housing Needs of Families on the Waiting List			
Black	1	1%	
American Indian	9	9%	
Asian	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	46	46%	
2 BR	41	41%	
3 BR	9	9%	
4 BR	2	2%	
5 BR	1	1%	
5+ BR	1	1%	
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			

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	253,538	
b) Public Housing Capital Fund	587,078	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,326,314	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	66,337	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
	0	
2. Prior Year Federal Grants (unobligated funds only) (list below) Capital	0	
PHDEP	30,945	Public Housing Safety/Security
Capital 1999	125,879	Public Housing Capital Improvements
Capital 2000	484,077	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	508,340	Public Housing Operations
	0	
	0	
4. Other income (list below)	14,090	Public Housing Operations
	0	
	0	
4. Non-federal sources (list below)	0	
	0	
	0	
	0	
Total resources	3,396,598	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: 5
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?

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

(3) Assignment

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

(4) Admissions Preferences

- a. Income targeting:
 Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

- 4 Substandard housing
Homelessness
- 3 High rent burden

Other preferences (select all that apply)

- 2 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
- 2 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)

- * Residents of Clallam County will be given preference within a preference (i.e. An involuntary displaced resident will be given preference over a non-resident applicant who is involuntary displaced, but a non-resident applicant who is involuntary displaced will still be above an applicant with working family preference.
- ** Households which meet the broad range of income needs of the agency will be given preference within their categories.

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? (Last year)
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below: All
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below) Prior landlords

(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: Extreme hardship

(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)
 - Terminally ill applicants
 - Completion of transitional programs
 - Need to move from public housing - no adequate units.
 - Households with a disabled family member
 - Participants of the Family Unification Program

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 1 -Terminally ill applicants
 - 2 – Family Unification Participants
 - 3 - Completion of transitional programs
 - 4- Need to move from public housing - no adequate units.

6 - Households with a disabled family member

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- When a death occurred
- Loss of employment
- Cause eviction
- Waiting for eligibility for other program due to INS

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

- When a death occurred
- Loss of employment
- Cause eviction
- Waiting for eligibility for other program due to INS

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
The agency is operated by a Board of Commissioners appointed by the County Commissioners, who appoint the general operating duties to an Executive Director. The Executive Director is complemented by a Finance and Administration Manager and a Housing Programs Manager. All other staff are union employees who complete various administrative, maintenance and clerical functions.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	263	48
Section 8 Vouchers	144	31
Section 8 Certificates	65	10

Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	50	8
Public Housing Drug Elimination Program (PHDEP)	263	
Other Federal Programs(list individually)		
FSS	26	4

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Occupancy Policy
 - Financial Policies
 - Maintenance Plan
 - Personnel Policy & Union Contract

- (2) Section 8 Management: (list below)
 - Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using

the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment Component 7

-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 A & B

-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 PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>
Disposition <input type="checkbox"/>

3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (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 PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.) Development has not been determined at this time.

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

Designation of Public Housing Activity Description
1a. Development name: Development has not been determined at this time.
1b. Development (project) number:
2. Designation type:

Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input 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 type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD

<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
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 PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

submission due to high performer status. **High performing PHAs** may skip to component 12.)

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:

Successful participants of FSS

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 03/01/01)
Public Housing	0	8
Section 8	54	36

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Mount Angeles View - Family housing
Mount Angeles View Manor - Elderly/disabled

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

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

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

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

Mount Angeles View - Family housing
Mount Angeles View Manor - Elderly/disabled

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)

Mount Angeles View - Family housing
Mount Angeles View Manor - Elderly/disabled

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
 Yes No: This PHDEP Plan is an Attachment. (Attachment WA004c04.doc)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Adopted and Submitted as part of the FY 2001 Annual Plan – Part of the ACOP - Attached

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

COMMENTS FROM THE RESIDENT ADVISORY BOARD, RESIDENT COUNCILS AND CAPITAL PLANNING MEETINGS

The Housing Authority of the County of Clallam requested input from residents and the resident councils in November of 2000. Thirty nine (39) residents responded in writing requesting: Terrace residents requested improved balconies, a garden, an on-site building manager, water heaters, elderly only residence, exterior painting, storage spaces, windows washed, front overhang, interior hallway painting, and new entry doors to the apartments.

Villa residents requested not to breathe smokers smoke, quieter resident entry doors, parking lot improvements, dishwasher, apartment repainting, new lobby and community room furniture, faster response to repairs, new exhaust fans, on-site building manager, dual switches in bathroom for fan & light, and more washers & dryers.

Manor residents requested new lobby furniture, water filters, more locks, and more security cameras.

Mt. Angeles View residents requested dishwashers, carpet, screens, new playgrounds, better parking, interior painting, more peace and quiet, better customer service from staff, new kitchen cabinets, and slower drivers.

Four informational meetings were held at the various buildings, as well as a meeting with the Resident Advisory Board, prior to the Public Hearing. In addition, written responses were received from nine residents, as well as 53 residents voted on the issues of elderly buildings, non-smoking buildings and assisted living. Additionally, since many residents did not send in a written vote, staff conducted an additional survey regarding the elderly, non-smoking and assisted living issues. The following additional input was received:

The majority of residents did not want an elderly only building.

The majority of residents did not want a non-smoking building.
 The majority of residents wanted the agency to consider assisted living.
 The Resident Advisory Board suggested adding preparation and implementation of Emergency Preparedness Plans, including fire drills; stronger management of lease violation.
 Manor Resident Council requested better security.
 Villa Resident Council requested exit only end doors, handicapped parking striping in parking lot.
 Family Resident council requested fire extinguishers for their kitchens, more parking, better lighting, new playground, and carpeting.

At the Public Hearing, emergency planning and exit only end doors for the Villa were requested.

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:
 Added the Goal to Prepare Emergency Disaster Plans
 Original Plan was to designate the Terrace Apartments Elderly-REMOVED FROM PLAN
 Original Plan was to designate the Villa Apartments non-smoking – REMOVED FROM PLAN
 Added increasing the circle of communication to include residents.
- 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.)
Clallam County Commissioners accept applications from the Resident and Client Public at large. If there is more than one applicant, the Clallam County Commissioners decide after interviewing.

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) State of Washington

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) This County does not prepare a Consolidated Plan, therefore the agency met with all various communities and governing boards and held an informational hearing for various community leaders as well as the public hearing to review the plans and policies.

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

D. Other Information Required by HUD

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

**Attachment A:
Resident Commissioner Information:**

Bonnie Bohannan, Resident Commissioner for the Housing Authority of the County of Clallam and Section 8 Participant,
Ms. Bohannan was appointed by the Clallam County Commissioners. Her term would have expired March 2002. Since the beginning of this process, Ms. Bohannan has left Section 8 participation and become a full Board Member. During the month of May, the Clallam County Commissioners advertised for a new resident commissioner. Applications were taken from any resident or participant who applied. Vivian (Dolly) Kanig was the sole applicant and has been accepted as the new commissioner by the Clallam County Board of Commissioners. The Clallam County Commissioners advertised in the local newspaper and the agency sent flyers to all agency participants and advised the Resident Advisory Board.

Resident Advisory Board

Chair: The Resident Commissioner
Secretary: Gail Dietz, President of Mt. Angeles View Resident Council
Riah Torgerson, Secretary of Mt. Angeles View Resident Council
Herbert (Gene) Frowein, Vice President of Mt. Angeles Villa Resident Council
Vivian (Dolly) Kanig, President of Mt. Angeles Villa Resident Council
William Rolfe, President of Mt. Angeles Manor Resident Council
Debbie Johnson, Resident of Mt. Angeles View
Julia Huff, Resident of Mt. Angeles Terrace

Resident Councils

Villa Apartments	President	Dolly Kanig
Manor Apartments	President	William Rolfe
Terrace Apartments	President	Judith Aynsley
Mt. Angeles View Family Properties	(In election process, no current President)	

Attachment B:
Follow-Up Plan – Resident Satisfaction

Although the agency scored 8.9 in Resident Satisfaction on the Public Housing Assessment System, the agency would like to address the Residents concerns with regards to safety. The possible score in this area was 1, yet the agency received .7, reflecting an area that requires a follow-up plan.

In reviewing the areas that were of the highest concern, the agency noted that Residents who were surveyed did not express a knowledge of Community or Neighborhood Watch programs.

The agency contracted a Resident Council Advisor to help Resident Councils get and remain active. In addition, the agency will work hand-in-hand with those councils and the Resident Advisory Boards to open up the lines of communication and provide additional information to the Residents regarding various programs available in the Community, including Neighborhood Watch.

The agency intends to be alert to possible safety concerns from the residents, through both increased communication, reviewing crime and police reports, and through providing additional educational and informational materials.

**Attachment C:
STATUS OF GOALS FROM FY2001 ANNUAL PLAN**

The current status of goals set in the FY-2001 Annual Plan is :

- A transition into a new era of teamwork, professionalism, and consistency. *The agency established monthly staff meetings to allow all employees an opportunity to participate, conducted its first retreat with staff, Board and partnership agencies participating, set standards for the agency at a minimum of HUD standards and in many instances in excess, and continues to work on this goal. This goal will be an ongoing goal every year. 50% complete.*
- Development of a resource guide to be shared by employees and residents, through partnerships with other agencies. *100% Completed.*
- The agency plans to conduct research and identify the groups of persons who fall between the "gaps", who are not eligible for existing programs, but still need assistance in the form of either knowledge or other resources to find and maintain affordable housing. *Although we have not completed this goal, this goal is in process at this time, in conjunction with the agency efforts to assist in the Continuum of Care Plan for the County. 35% complete.*
- Aggressive application for additional vouchers for elderly and disabled households. *An application was submitted and awarded for Family Unification Vouchers. An application was submitted for 100 Fair Share Vouchers and the agency is currently applying for 100 Vouchers under the Super NOFA for Non-Elderly Disabled. 100% complete.*
- Creation of a circle of communication between the agency, private landlords and other resources agencies. *We have developed a partnership with DSHS and CPS in conjunction with the Family Unification Program, we will hold our first quarterly landlord outreach meeting for Section 8 in May, we have developed a partnership with Peninsula Mental Health and Diversified Resources to provide additional housing for both the chronically mentally ill and developmentally disabled, and we will continue this goal into our upcoming year. 50% complete.*
- 1. Streamlining the maintenance operation in an effort to enhance and improve its stock as well as decreasing administrative costs. *This goal has been very difficult this year. We lost two long time employees in the maintenance division and have been reconstructing that department. This goal has and will continue to our highest priority during this year and the year to come. 25% complete.*

**Attachment D:
Public Housing Drug Elimination Grant Plan**

<u>Description of Activity</u>	<u>Amount of Funding</u>
COPS & DARE Sponsorship - To introduce children in the Family property to the police in a friendly manner	9,100
Physical Improvements: Fencing, lighting, security	8,500
Drug Prevention: Boys and Girls Club,	21,000
Coordinator Salary & Benefits:	13,382
Parenting classes, Teen Programs, Tutoring Programs, Guts, National Night Out	14,355
Total	66,337

Attachment E:

COMMUNITY SERVICE POLICY

Background

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

Definitions

Community Service -Volunteer work which includes, but is not limited to:

Work at a local school, hospital, recreation center, senior center or child care center

Work with youth or senior organizations.

Work at the Authority to help improve physical conditions.

Work at the Authority to help with children's programs.

Work at the Authority to help with senior programs

Helping neighborhood groups with special projects

Working through resident organization to help other residents with problems

Caring for the children of other residents so they may volunteer.

NOTE: Political activity is excluded. Self Sufficiency Activities -activities that include, but are not limited to:

Job training programs or GED classes

Substance abuse or mental health counseling

English proficiency or literacy (reading) classes

Budgeting and credit counseling - any kind of class that helps a person toward economic independence

Full time student status at any school, college or vocational school

Exempt Adult -an adult member of the family who:

Is 62 years of age or older

Is either blind or disabled (who certify inability to comply with community service due to the nature of disability), or the primary caretaker of such person.

(This line is being amended from original policy – to be approved as of July 16 2001, after 30 days comment period)

Is working at least 20 hours per week

Is participating in a welfare to work program .

Is receiving assistance from TANF and is in compliance with job training and work activities requirements of the program. ,

Is a full time student.

Requirements of the Program

The eight (8) hours per month may be either volunteer work or self sufficiency program activity or a combination of the two.

At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule.

Activities must be performed within the community and not outside the jurisdictional area of the Authority.

Family obligations

At lease execution or re-examination after July 1, 2001, all adult members (18 years or older) of a public housing resident family must provide documentation that they are exempt from Community service requirement if they qualify for an exemption, and sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community' Service requirement will result in non-renewal of their lease.

At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.

If a family member is found to be non-compliant at re-examination, the family member and the Head of Household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period.

Change in exempt status

If, during the twelve (12) month period, a non-exempt person becomes exempt it is their responsibility to report this to the Authority within ten (10) days of the change and provide documentation of such status.

If during the twelve (12) month period an exempt person becomes non-exempt, it is their responsibility to report this to the Authority within ten (10) days of the change. The Authority will provide the person with the Certification documentation form and a list of agencies in the community that provide volunteer and/or training opportunities.

Authority Obligations

To the greatest extent possible and practicable, the Authority will provide names and contact agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations and provide in-house opportunities for volunteer work or self sufficiency programs.

The Authority *will* provide the family with exemption verification form and Recording/Certification documentation forms and a copy of this policy at initial application and at lease execution

The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement- Residents may use the Authority's Grievance Procedure if they disagree with the Authority's 'determination.

Noncompliance of family member

At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.

If the Authority finds a family member to be noncompliant, the Authority will enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.

If, at the next annual re-examination, the family member still is not compliant the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.

The family may use the Authority's, Grievance Procedure to protest the lease termination

AMMENDMENT TO THE ADMISSION AND OCCUPANCY POLICY:

This policy was adopted on March 16, 2001 and amends the Admissions and Continued Occupancy Policy.

Attachment F:

SECTION 8 HOMEOWNERSHIP PROGRAM

In compliance with 24 CFR 982.601 of the Housing Code, the Housing Authority of the County of Clallam (HACC) , in an effort to provide additional housing opportunities, hereby amends the Administrative Plan, hereby adopted on June 15, 2000 and amended on December 18 , 2000, to allow the agency to operate a Section 8 Homeownership Program, as follows

Section 6.7,F. Ineligible/Eligible Housing to read:

A unit occupied by its owners. This restriction will not apply to:

- 1. Cooperatives, or*
- 2. To assistance on behalf of manufactured home owner leasing a manufactured home space (except for the Section 8 Homeownership Program, this type of housing will be ineligible), or*
- 3. to an eligible participant in the Section 8 Homeownership Program; and*

Addition of Chapter23 as follows:

CHAPTER 23

GENERAL OVERVIEW:

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family.

HACC will approve the use of a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

HACC will offer the homeownership option only to participating families who:

1. Are currently enrolled in the Family Self-Sufficiency (FSS) Program for a minimum of 24 months and are in compliance with the FSS contract, or
2. Are graduates of HACCs Family Self-Sufficiency FSS program, and
3. Have cleared any credit issues that would prevent them from obtaining financing
4. Contain at least 1 adult family member who has been fully employed for at least [1 year].
5. Have completed the first time homebuyer course,

Are enrolled in and have taken at least 6 of 12 classes in home maintenance

HACC will limit homeownership to a maximum of 10 families at any given time.

ELIGIBILITY REQUIREMENTS [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance.

The family must be eligible for the Housing Choice Voucher program.

The family must qualify as a first-time homeowner, or may be a co-operative member.

The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement.

The family must meet the Federal minimum employment requirement.

At least one adult family member who will own the home must be currently employed full time and must have been continuously employed for one year prior to homeownership assistance.

HUD regulations define “full time employment” as not less than an average of 30 hours per week.

A family member will be considered to have been continuously employed even if that family member has experienced a break in employment, provided that the break in employment:

Did not exceed 21 calendar days; and

Did not occur within the 6 month period immediately prior to the family’s request to utilize the homeownership option; and

Has been the only break in employment within the past 12 calendar months.

The Federal minimum employment requirement does not apply to elderly or disabled families.

Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.

HACC will impose the following additional initial requirements:

The family has had no family-caused violations of HUD’s Housing Quality standards within the last 2 years

The family is not within the initial 1-year period of a HAP Contract.

The family does not owe money to HACC.

The family has not committed any serious or repeated violations of a HACC-assisted lease within the past 2years

HOMEOWNERSHIP COUNSELING REQUIREMENTS [24 CFR 982.630]

When the family has been determined eligible, they must attend and complete homeownership counseling sessions. These counseling sessions will be conducted by Washington State Housing Finance Commission. Such counseling shall be consistent with HUD-approved housing counseling.

The following topics will be included in the homeownership counseling sessions:

Budgeting and money management;

Credit counseling;

How to negotiate the purchase price of a home;

How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;

How to find a home, including information about homeownership opportunities, schools, and transportation in HACC jurisdiction;

Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;

Information about RESPA, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions;

In Addition a series of 12 (twelve) sessions in Home maintenance (including care of the grounds);

ELIGIBLE UNITS [24 CFR 982.628]

The unit must meet all of the following requirements:

The unit must meet HUD's "Eligible Housing" requirements. The unit may not be any of the following:

A public housing or Indian housing unit;

A unit receiving Section 8 project-based assistance;

A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;

A college or other school dormitory;

On the grounds of penal, reformatory, medical, mental, or similar public or private institution.

The unit was already existing or under construction at the time the family was determined eligible for homeownership assistance.

The unit is a one-unit property or a single dwelling unit in a cooperative or condominium.

The unit has been inspected by HACC and by an independent inspector designated by the family.

The unit meets HUD Housing Quality Standards.

HACC must not approve the seller of the unit if HACC has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

HACC SEARCH AND PURCHASE REQUIREMENTS [24 CFR 982.629]

HACC has established the maximum time that will be allowed for a family to locate and purchase a home.

The family must obtain financing for the home within 3 months (90 days) of the date eligibility for the home ownership program is determined.

The family's deadline date for locating a home to purchase will be 6 months (120 days) from the date the family's eligibility for the homeownership option is determined.

The family must complete the purchase of the home within 7 months (210 days) of the date eligibility for the homeownership program is determined

HACC will require periodic reports on the family's progress in finding and purchasing a home. Such reports will be provided by the family at intervals of 30 days.

If the family is unable to purchase a home within the maximum time limit, HACC will place the family's name on the waiting list future homeownership opportunities.

INSPECTION AND CONTRACT [24 CFR 982.631]

The unit must meet Housing Quality Standards, and must also be inspected by an independent professional inspector selected and paid by the family.

The independent inspection must cover major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions, including major building systems and components. These systems and components include, but are not limited to:

Foundation and structure;

Housing interior and exterior;

Roofing;

Plumbing, electrical and heating systems.

The independent inspector must not be a HACC employee or contractor. HACC will not require the family to use an independent inspector selected by HACC, but HACC has established the following standards for qualification of inspectors selected by the family.

HACC requires the following qualifications for independent inspectors:

Licensed and bonded

Provide written report

Copies of the independent inspection report will be provided to the family and HACC. Based on the information in this report, the family and HACC will determine whether any pre-purchase repairs are necessary.

HACC may disapprove the unit for homeownership assistance because of information in the report.

The family must enter into a contract of sale with the seller of the unit. A copy of the contract must be given to HACC. The contract of sale must specify the price and terms of sale, and provide that the purchaser will arrange for a pre-purchase independent inspection of the home. The contract must also:

Provide that the purchaser is not obligated to buy the unit unless the inspection is satisfactory;

Provide that the purchaser is not obligated to pay for necessary repairs; and

Contain the seller's certification that he or she has not been debarred, suspended or subject to a limited denial of participation.

FINANCING [24 CFR 982.632]

The family is responsible for securing financing. HACC has established financing requirements, listed below, and may disapprove proposed financing if HACC determines that the debt is unaffordable.

HACC will prohibit the following forms of financing:

Balloon payment mortgages

Variable interest rate loans

Seller financing.

HACC will require a minimum cash down payment of 3%, 1% of which has to be paid from the family's own resources.

HACC will impose a minimum initial equity requirement of \$10,000.

CONTINUED ASSISTANCE [24 CFR 982.633]

Homeownership assistance may only be paid while the family is residing in the home. The family or lender is not required to refund homeownership assistance for the month when the family moves out.

The family must comply with the following obligations:

The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.

The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to CFR 982.551 (h) and (I).

The family must supply information to HACC or HUD as specified in CFR 982.551(b). The family must further supply any information required by HACC or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.

The family must notify HACC before moving out of the home.

The family must notify HACC if the family defaults on the mortgage used to purchase the home.

No family member may have any ownership interest in any other residential property.

The family must attend and complete ongoing homeownership counseling within two (2) years from date of eligibility.

The home must pass a HUD Housing Quality Standards (or in the event of changing standards, the applicable standards at the time of inspection) annually for every year subsidy is received.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

Maximum Term of Homeownership Assistance [24 CFR 982.634]

Except in the case of elderly or disabled families, the maximum term of homeownership assistance is:

15 years, if the initial mortgage term is 20 years or longer, or

10 years in all other cases.

The elderly exception only applies if the family qualified as elderly at the start of homeownership assistance. The disabled exception applies if, at any time during receipt of homeownership assistance, the family qualifies as disabled.

If the family ceases to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date assistance commenced. However, such a family must be afforded at least 6 months of homeownership assistance after the maximum term becomes applicable.

If the family receives homeownership assistance for different homes, or from different HACCs, the total is subject to the maximum term limitations.

HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, HACC will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in this plan for the Housing Choice Voucher program.

HACC will pay the homeownership assistance payment directly to the family or to the lender, at the discretion of HACC.

Some homeownership expenses are allowances or standards determined by HACC in accordance with HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home.

Homeownership expenses include:

- Principal and interest on mortgage debt.
- Mortgage insurance premium.
- Taxes and insurance.
- HACC utility allowance used for the voucher program.
- HACC allowance for routine maintenance costs (See Attachment 1)
- HACC allowance for major repairs and replacements (See Attachment 1)
- Principal and interest on debt for improvements.

If the home is a cooperative or condominium, expenses also include operating expenses or maintenance fees assessed by the homeowner association.

PORTABILITY [24 CFR 982.636, 982.353(b) and (c), 982.552, 982.553]

Subject to the restrictions on portability included in HUD regulations and in Chapter 13 of this plan, the family may exercise portability if the receiving HACC is administering a voucher homeownership program and accepting new homeownership families.

The receiving HACC may absorb the family into its voucher program, or bill the initial HACC. The receiving HACC arranges for housing counseling and the receiving HACC's homeownership policies apply.

MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

HACC prohibits more than one move by the family during any two year period.

HACC will deny permission to move with continued rental or homeownership assistance if HACC determines that it does not have sufficient funding to provide continued assistance.

HACC will require the family to complete additional homeownership counseling prior to moving to a new unit with continued assistance under the homeownership option.

DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]

Termination of homeownership assistance is governed by the policies for the Housing Choice Voucher program contained in Section of the Administrative Plan. However, the provisions of CFR 982.551 (c) through (j) are not applicable to homeownership.

HACC will terminate homeownership assistance if the family is dispossessed from the home due to a judgment or order of foreclosure.

HACC will not permit such a family to move with voucher rental assistance.

HACC will terminate homeownership assistance if the family violates any of the family obligations contained in this section.

HACC will terminate homeownership assistance if the family violates any of the following family obligations:

- Transfer or conveyance of ownership of the home;
- Providing requested information to HACC or HUD;
- Notifying HACC before moving out of the home;
- Failure to maintain HQS (or appropriate standards.)

Any participant denied eligibility under this program or terminated will be afforded either an informal review (applicant) or an informal hearing for participants. See Section 16 of the Administrative Plan.

RECAPTURE OF HOMEOWNERSHIP ASSISTANCE [24 CFR 982.640]

HACC will comply with CFR 982.640 in recapturing a percentage of the homeownership assistance provided to the family upon sale or refinancing of the home.

Upon purchase of the home, the family shall execute documentation securing HACC's right to recapture homeownership assistance.

Any statements contained within this Homeownership Policy which are in conflict with the other Sections of the Administrative plan will hold preference only within the realm of this Homeownership Policy and will not be construed to change the general operating procedures, requirements or obligations of the Housing voucher program.

**Attachment G:
PET POLICY for PUBLIC HOUSING**

Section 18.0 of the Admissions and Continued Occupancy Policy, Adopted 6/15/00

Pet Policy

a. EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Animals who assist person with disabilities are allowed in all public housing facilities with no restrictions other than those imposed on all residents to maintain their units and associated facilities in a decent, safe and sanitary manner and to refrain from disturbing their neighbors.

b. PETS IN PUBLIC HOUSING COMMUNITIES

Residents of all public housing communities shall be permitted to own and keep common household pets subject to the following limitations:

COMMON HOUSEHOLD PET

Common household pet shall be defined as “non-aggressive domesticated animals such as a dog, cat, songbird, hamster, gerbil, guinea pig, turtles, iguana, small caged lizards, or fish.”

1. In the case of birds, exotic birds are not common household pets.
2. Mice, rats, ferrets, mink, and other rodents normally not confined to cages are not common household pets.
3. Snakes, other potentially hazardous reptiles or spiders, insects or bugs are not common household pets.
4. Farm animals are not considered common household pets.
5. Non-aggressive breeds of dogs are those dogs so defined by the Humane Society.

18.3 NUMBER OF PETS

No more than one dog or one cat (not both) shall be permitted in a household.

Residents with a dog or cat may also have other categories of “common household pets” as defined above, and limited below.

There will be no limit on the number of fish, but no more than one aquarium with a maximum capacity of 55 gallons will be permitted.

No more than three cages per household, including dog/cat carriers.

a. APPROVAL

A Pet Request and Agreement Form must be completed prior to a resident housing either a dog or cat and at each annual review. Failure to appropriately register a dog or cat and pay the required security deposit shall be cause for termination of lease. The following information must be provided as a part of Pet Registration:

- A. Basic information about the pet (type, age, size, weight, description, etc.).
- B. Proof of Inoculation and licensing.
- C. Proof of neutering or spaying, (all pets must be spayed or neutered, unless a veterinarian certifies that the spaying or neutering would be inappropriate).
- D. A statement by a licensed veterinarian that the breed is non-aggressive.
- E. Payment of an additional security deposit of \$300.00 to be paid in full to defray the costs of potential damage done by a dog or cat to the unit or to the common areas of the community or adjacent yards. There shall be no additional security deposit for pets other than dogs or cats. The payment of a security deposit shall not preclude charges to a resident during their occupancy for repair of damages done on an ongoing basis by a dog or cat. Residents are responsible for all damages caused by their pets and must reimburse the HACC for all costs it incurs in repairing such damages.
- F. One (1) color photo of the pet, not less than 3" x 3" in size.

18.5 Acceptable Care of Pets

- A. Residents must prevent any damage to their unit, the immediate adjacent grounds, and the common grounds of the community in which they live.
 - 1. Animals may not be a nuisance or a threat to the health or safety of HACC employees, postal workers, agency employees, the public or other residents in the community by reason of noise, unpleasant odors, or other objectionable situations.
 - 2. Pet owners will be totally liable for damages and/or injuries caused by their pet.
 - 3. All dogs and cats shall be on a leash and kept under control at any time they are in the halls, elevators, grounds or common areas of the building and/or project; however, pets shall not be permitted at any time in the community rooms or community kitchens.
 - 4. Pets shall not be permitted in the lobbies, laundry rooms or activity rooms, except for ingress and egress to and from the building.
 - 5. All residents given approval to have a dog will be required to walk their dog in a designated area of the property for proper disposal of pet waste. Dog owners will be required to immediately clean up and dispose of pet waste. In addition, dog owners will be required to participate in monthly yard maintenance of the designated areas.
 - 6. Breeding of pets is forbidden.
 - 7. If maintenance is requested or scheduled, either the pet owner must be at home at time of maintenance to restrain pets or pets must be confined. Failure to confine pets may be cause for either delayed maintenance, additional costs to the pet owner in the event of rescheduled maintenance, and termination of either the pet agreement or residential lease. HACC will not be liable for any pet which escapes due to failure of the owner to properly confine the pet.
 - 8. ***Any pet owner found to be involved in animal cruelty or neglect will have their Pet Agreement terminated.***

i. VISITING PETS

Visiting pets are not allowed.

18.7 STRAYS

The care or feeding of animals not registered with the HACC shall be considered keeping a pet without permission, a violation of the Pet Policy and subject to any appropriate charges/fees.

18.8 DENIAL OF APPROVAL

The HACC reserves the right to refuse to register a pet if;

- A. The pet is not a common household pet;
- B. The keeping of the pet would violate any applicable house or pet rules;
- C. The pet owner fails to provide complete pet registration information; or
- A. The HACC reasonably determines, based upon the pet owner's past habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other rental agreement obligations.
- F. At the time of request to have a pet, the resident is not in good standing.

18.9 PET RULES VIOLATION PROCEDURES

Violation of these pet rules shall be considered violations of the lease agreement and shall be handled accordingly, including the tenant's right to a hearing under the HACC Grievance Procedure.

a. GRANDFATHER CLAUSE

Residents who have previously been granted in writing permission to have a pet or pets which would not qualify under this policy will be allowed to keep such pet(s) as long as they abide by all other rules and regulations of this policy, the keeping of such pet is not a danger or disturbance to other residents and until the death of the pet. Upon the death of a pet which was grand-fathered, any replacement pet must meet the terms of this policy.

a. AMENDING THE PET POLICY

The HACC may amend the Pet Policy at any time by following the procedures established for amending the Statement of Occupancy Policies.

18.11 INABILITY TO CARE FOR PETS.

In the event a resident cannot care for his/her pet due to an illness, absence, or death, and no other person can be found to care for the pet, and after 24 hours has elapsed, the resident hereby gives permission for the pet to be released to the Human Society/Animal Control, in accordance with their procedures. In no case shall HACC incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

PHA Plan

Table Library

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

See WA004a04 and WA004b04

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the County of Clallam		Grant Type and Number Capital Fund Program Grant No: WA19P004501-01 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	46,809			
3	1408 Management Improvements	32,000			
4	1410 Administration	52,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	149,369			
10	1460 Dwelling Structures	281,100			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	10,800			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			

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

PHA Name: Housing Authority of the County of Clallam	Grant Type and Number Capital Fund Program Grant No: WA19P004501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
--	--	------------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	587,078			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	18,000			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	29,600			
26	Amount of line 21 Related to Energy Conservation Measures	5,000			

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

PHA Name: HOUSING AUTHORITY-CLALLAM COUNTY		Grant Type and Number Capital Fund Program Grant No: WA19p004501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Operations – Increased Utilities and Insurance, Deferred Maintenance, Small equipment	1406	Non Quantifiable	46,809				
HA-WIDE	Computer conversion – training and software	1408	1	32,000				
HA-WIDE	Salaries – CAPITAL COORDINATOR	1410	1	52,000				
HA-WIDE	A&E SERVICES	1430		15,000				
HA-WIDE	Maintenance Shop Opener	1475	1	800				
HA-WIDE	Computer Conversion	1475	10	10,000				
WA4002	Repair and replace sidewalks/rodeways	1450		65,000				
WA4002	Install new floors	1460	2	8,000				
WA4002	Install lighting & fire block duplexes	1460	40	20,000				
WA4003	Upgrade playground, add landscaping & repair or replace sidewalks	1450		17,569				
WA4003	Fire Proof Attics	1460	30	20,000				
WA4004	Install water mains (Phase I)	1450	1	17,800				
WA4004	Replace sidewalks/aprons	1450		15,000				
WA4004	Replace furnace room doors	1460	16	7,500				
WA4004	Replace floors	1460	2	8,000				
WA4004	Replace bedroom lights	1460	20	9,000				

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

PHA Name: HOUSING AUTHORITY-CLALLAM COUNTY		Grant Type and Number Capital Fund Program Grant No: WA19p004501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA4004	Install clean outs for tubs	1460	15	2,600				
WA4005	Improve drainage	1450		6,000				
WA4005	Repave parking, repair sidewalks	1450		28,000				
WA4005	Install card entry front	1460	2	6,000				
WA4005	Re-key apartments	1460	70	3,000				
WA4006	Elevator repairs – Phase 2	1460	1	15,000				
WA4006	Install new bathroom fans	1460	40	5,000				
WA4006	Install card key entry	1460	2	4,500				
WA4006	Add exterior lighting	1460		5,000				
WA4006	Install tub surrounds and upgrade plumbing	1460	40	60,000				
WA4006	Rekey apartments	1460	40	2,500				
WA4006	Insulate attic	1460	1	4,000				
WA4007	Sprinkler system upgrade	1460		6,000				
WA4007	Upgrade elevator	1460	1	50,000				
WA4007	Repair balconies	1460	40	40,000				
WA4007	Paint interiors	1460	7	5,000				

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

PHA Name: Housing Authority of the County of Clallam		Grant Type and Number Capital Fund Program No: WA19P004501-01 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide (2)	3/31/03			9/30/04			
HA-Wide (3)	3/31/03			9/30/04			
HA-Wide Appliances	3/31/03			9/30/04			
HA-Wide Vehicle Replacement	3/31/03			9/30/04			
WA4-002	3/31/03			9/30/04			
WA4-003	3/31/03			9/30/04			
WA4-004	3/31/03			9/30/04			
WA4-005	3/31/03			9/30/04			
WA4-006	3/31/03			9/30/04			
WA4-007	3/31/03			9/30/04			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Housing Authority of the County of Clallam		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Stateme nt				
WA4-002		105,000	202,000	67,000	106,000
WA4-003		45,000	91,000	82,000	190,000
WA4-004		117,000	38,500	73,500	55,000
WA4-005		62,000	106,000	50,000	41,000
WA4-006		5,000	29,500	86,000	71,500
WA4-007		149,000	20,000	91,500	48,000
HA-Wide		49,500	39,000	31,000	11,000
PHA-Wide Salaries		53,560	55,167	56,822	58,527
Operations		1,018	5,911	49,256	6,051
		0	0	0	0
CFP Funds Listed for 5-year planning		587,078	587,078	587,078	587,078
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year :2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: :3 FFY Grant: 2003 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	WA4-007	Repave parking & landscaping	28,000	WA4-007	Community room furniture	3,500
Annual		New countertops & cabinets	96,000		Replace sump pump, water shut offs, reframe supports	12,000
Statement		Replace bathroom floors	25,000		Paint interior of building	4,500
		Subtotal	149,000		Subtotal	20,000
	HA-WIDE	Lawn tractor & maintenance vehicle	39,500	HA-Wide	Computer system upgrade	5,000
		Computer system upgrade	5,000		Maintenance vehicle	25,000
		Subtotal	44,500		Subtotal	30,000
	HA-WIDE- Management	Training	1,000	HA-WIDE- Management	Training	2,000
		Software	4,000		Software	7,000
		Subtotal	5,000		Subtotal	9,000
	Total (All Pages) CFP Estimated Cost		\$532,500			\$526,000

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

Activities for Year :4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
WA4-002	Install new floors & tiles	12,000	WA4-002	Refinish tubs & surrounds	28,000
	Install new utility doors	25,000		Rewire phone lines	16,000
	Replumb laundry rooms	30,000		Install new floor tiles	12,000
	Subtotal	67,000		Landscaping	5,000
				Replace sidewalks/curbs	20,000
WA4-003	New exterior lighting	5,000		Replace soffits/vents	25,000
	Replace baseboard heaters	5,000		Subtotal	106,000
	New blinds	5,000			
	Upgrade bathrooms	40,000	WA4-003	Replace floors	10,000
	Replace vinyl siding	15,000		Replace sidewalks/curbs	25,000
	Replace refrigerators	12,000		New kitchens	55,000
	Subtotal	82,000		Rewire phone & power	100,000
				Subtotal	190,000
WA4-004	Add parking	30,000			
	Replace refrigerators	12,000	WA4-004	Replace floors	12,000
	Replace siding, paint exterior	16,000		Replace sidewalks/curbs	15,000
	Insulate common walls	13,500		Replace wallboard	20,000
	Exterior lights on utility doors	2,000		Landscaping	8,000
	Subtotal	73,500		Subtotal	55,000
Subtotal This Page - Total CFP Estimated Cost		\$222,500			\$351,000

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

Activities for Year :4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
WA4-005	Landscaping & Fence	12,000	WA4-005	Replace community room floor	15,000
	Canopy over entrance	6,000		Seal brick exterior	12,000
	Paint interior	8,000		Replace sidewalks/curbs	14,000
	Replace refrigerators	24,000		Subtotal	41,000
	Subtotal	50,000			
WA4-006	Landscaping, fencing, rear parking	30,000	WA4-006	Replace community room floor	9,000
	Elevator ram & controls	25,000		Paint interior	6,000
	Bathroom floors	17,000		Seal brick exterior	7,500
	Replace refrigerators	14,000		Paint exterior	4,000
	Subtotal	86,000		New kitchen cabinets	45,000
				Subtotal	71,500
WA4-007	Fencing, exterior lighting	10,000			
	Paint apartments	4,500	WA4-007	Landscaping	5,000
	Install storage units	10,000		Replace sidewalks/curbs	8,000
	Replace floor covering in apartments	24,000		Replace floor covering in apartments	24,000
	Handicap ranges, conversion & upgrade	43,000		Paint apartments	4,000
	Subtotal	91,500		Replace exit doors	7,000
				Subtotal	48,000
Sub Total This Page - Total CFP Estimated Cost		\$227,500			\$160,500

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00470799 Replacement Housing Factor Grant No:		Federal FY of Grant: 1999	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	21,600.00	19,029.57	5,569.76	5,569.76
	Management Improvements Hard Costs	0	0		
4	1410 Administration	52,000	52,000.00	15,000.00	15,000
5	1411 Audit	0	0		
6	1415 Liquidated Damages	0	0		
7	1430 Fees and Costs	0	0		
8	1440 Site Acquisition	0	0		
9	1450 Site Improvement	29,111.00	29,571.05	20,279.13	20,279.13
10	1460 Dwelling Structures	397,900.00	391,765.20	347,198.85	347,198.85
11	1465.1 Dwelling Equipment—Nonexpendable	39,000.00	45,536.24	40,976.00	40,976.00
12	1470 Nondwelling Structures	6,000	6,000	6,000.00	6,000.00
13	1475 Nondwelling Equipment	51,000.00	52,708.94	45,708.97	45,708.97
14	1485 Demolition	0	0		
15	1490 Replacement Reserve	0	0		
16	1492 Moving to Work Demonstration	0	0		
17	1495.1 Relocation Costs	0	0		
18	1499 Development Activities	0	0		
19	1502 Contingency	10,000.00	10,000.00		
			0		
	Amount of Annual Grant: (sum of lines.....)	606,611	606,611	480,732.71	480,732.71

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Clallam County	Grant Type and Number Capital Fund Program Grant No: WA19P00470799 Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
---	---	------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/00 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	37,000	37,000		
	Amount of line XX Related to Security –Soft Costs	4,050	4,050		
	Amount of Line XX related to Security-- Hard Costs	101,500	101,500		
	Amount of line XX Related to Energy Conservation Measures	124,000	124,000		
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of Clallam County		Grant Type and Number				Federal FY of Grant: 1999			
		Capital Fund Program Grant No: WA19P00470799							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Original	Revised	Obligated	Expended	Status of Work	
HA Wide Mgmt.	Training,	1408		700.00	700.00	607.68	607.68		
	Software	1408		10,900.00	8,856.11	4,962.08	4,962.08		
	Resident service coordinator	1408		10,000.00	9,473.46	0	0		
HA Wide Admin	Salaries Capital Coordinator	1410		52,000.00	52,000.00	15,000.00	15,000.00		
	Fees and Cost			0					
HA Wide Non dwelling	Office Flooring	1470		6,000.00	6,000.00	6,000.00	6,000.00	Complete	
Non dwelling equipment	Phone System	1475		20,000.00	18,513.96	18,513.96	18,513.96	Complete	
	Copier/Printer Comp Coord.	1475		6,400.00	9,698.33	9,698.33	9,698.33	Complete	
	Generator/equipment	1475		3,600.00	4,151.55	4,151.55	4,151.55	Complete	
	Power Office door ADA	1475		9,000.00	8,680.05	2,855.93	2,855.93		
WA4002	Exterior lighting	1460		5,000.00	5,000.00	4,690.90	4,690.90	Complete	
WA4002	Floors	1460		0	7,889.60	7,889.60	7,889.60	Complete	
WA4003	Blinds	1465		0	6,723	6,723	6,723	Complete	
WA4003	Furnaces	1460		0	0	0	0		
WA4003	Windows	1460		90,000.00	76,079.77	76,079.77	76,079.77	Complete	
WA4004	Fencing , gate	1450		10,611.00	12,366.35	12,366.35	12,366.35	Complete	
WA4004	Roofs	1460		130,000.00	129,819.92	129,819.92	129,819.92	Complete	
WA4004	Handicap bathroom	1460		4,000.00	4,000.00	4,000.00	4,000.00	Complete	
WA4004	Storage Cabinets	1460		55,000.00	54,824.99	16,981.03	16,981.03	Contract	
WA4005	Sidewalks, water main	1450		12,000.00	11,434.89	2,142.97	2,142.97	Contract	
WA4005	Propane heater, Power entrance door	1460		19,600.00	14,317.85	14,317.85	14,317.85	Complete	
WA4005	Blinds	1465		14,000.00	14,387.00	14,387.00	14,387.00	Complete	
WA4005	Community Laundry -Washers,dryers	1475		6,000.00	5,665.05	5,665.05	5,665.05	Complete	

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of Clallam County			Grant Type and Number Capital Fund Program Grant No: WA19P00470799 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Original	Revised	Obligated	Expended	Status of Work
WA4006	Pave rear access/repair exterior plumbing		1450		6,500.00	5,069.81	5,069.81	5,069.81	Complete
WA4006	Propane heat		1460		1,364.09	1,364.09	1,364.09	1,364.09	Complete
WA4006	Power Door		1460		3,471.24	4,501.70	0		
WA4006	Replace water lines		1460		6,196.36	6,676.34	6,676.34	6,676.34	
	Kitchen lights		1460		3,168.31	7,181.52	7,181.52	7,181.52	Complete
WA4006	Blinds		1465		10,000.00	9,613.00	7,956.00	7,956.00	Complete
WA4006	Community Laundry -Washers and dryers		1475		3,000.00	3,000.00	1,824.15	1,824.15	Complete

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of Clallam County			Grant Type and Number Capital Fund Program Grant No: WA19P00470799 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
	General Description of Major Work Categories		Dev. Acct No.	Quantity	Original	Revised	Obligated	Expended	Status of Work
WA4007	Emergency paving (health safety)		1450		0	700.00	700.00	700.00	Complete
WA4007	Propane heater		1460		1,600.00	1,456.72	1,456.72	1,456.72	Complete
WA4007	Roof , Retro-fit Patio doors		1460		72,000.00	72,152.70	70,246.11	70,246.11	Complete

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

PHA Name: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00470799 Replacement Housing Factor Grant No:					Federal FY of Grant: 1999		
	General Description of Major Work Categories		Dev. Acct No.	Quantity	Original	Revised	Obligated	Expended	Status of Work
WA4007	Intercom replacement		1460	60	6,500.00	6,500.00	6,495.00	6,495.00	Complete
WA4007	Blinds		1465	60	15,000.00	14,813.24	11,910.00	11,910.00	Complete
WA4007	Community Dryers		1475	4	3,000.00	3,000.00	3,000.00	3,000.00	Complete

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

PHA Name: Housing Authority of Clallam		Grant Type and Number Capital Fund Program No: WA19P00470799 Replacement Housing Factor No:				Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide Mgmt.	06/30/01			06/30/02			
HA Wide Admin	06/30/01		03/31/00	06/30/02			
HA Wide Non dwelling			03/31/00	06/30/02		06/30/00	
WA4002	06/30/01		03/31/00	06/30/02		06/30/00	
WA4003	06/30/01		12/30/99	06/30/02		03/31/00	
WA4004	06/30/01			06/30/02			
WA4005	06/30/01		09/30/00	06/30/02			
WA4006	06/30/01			06/30/02			
WA4007	06/30/01			06/30/02			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of Clallam County	Grant Type and Number Capital Fund Program Grant No: WA19P004501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
---	--	------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/00 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	1500			
	Management Improvements Hard Costs	0			
4	1410 Administration	52,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	8,211			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	52,500		5394.63	5394.63
10	1460 Dwelling Structures	411,500			
11	1465.1 Dwelling Equipment—Nonexpendable	18,000			
12	1470 Nondwelling Structures	5,000			
13	1475 Nondwelling Equipment	25,358			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines.....)	574,069		5394.63	5394.63
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	9,000			
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	13,900			

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

PHA Name: Housing Authority of Clallam County		Grant Type and Number				Federal FY of Grant: 2000			
		Capital Fund Program Grant No: WA19P004501-00							
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Original	Revised	Obligated	Expended	Status of Work
HA Wide Mgmt.	Training		1408		1,000.00				
"	Software		1408		500.00				
HA Wide Admin	Salaries Capital Coordinator		1410		52,000.00				
Fees and Cost					8,211.00				
HA Wide Non dwelling									
Non dwelling equipment	Maintenance Vehicle		1475		19,000.00				
	Computer/security equipment		1475		6,358.00				
WA4002	Replace sewer line		1450	1	2,000.00				
WA4002	Smoke detectors		1460		7,000.00				
WA4002	Vinyl siding		1460	4	26,000.00				
WA4002	Kitchens		1460	40	200,000.00				
WA4002	Ranges		1465.1	40	12,000.00				
WA4003	Widen Lauridsen Court/retaining wall		1450	1	32,900.00				
WA4003	Furnaces		1460	14	21,000.00				
WA4003	Lock and fire proof hatches		1460	30	4,500.00				
WA4003	Ranges		1465.1	14	6,000.00				
WA4004	Sidewalks, fencing, Parking handicap		1450		12,600.00		5,394.63	5,394.63	Contract
WA4004	Smoke detectors, GFI's, Lights		1460	30	19,600.00				
WA4004	Firewalls, handicap bathroom		1460	12	10,000.00				
WA4005	Ventilation ,heat, smoke detectors, GFI		1460	70	23,000.00				
WA4005	Re-Roof , insulate		1460	1	55,000.00				
WA4005									
WA4005									

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of Clallam County			Grant Type and Number				Federal FY of Grant: 2000		
			Capital Fund Program Grant No: WA19P004501-00						
			Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Original	Revised	Obligated	Expended	Status of Work
WA4006	Re-plumb water lines, Ceiling tiles Smoke detectors		1460	40	15,900.00				
WA4006	Kitchen Counters		1460	40	15,000.00				
WA4006									
WA4006									

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority of Clallam County			Grant Type and Number				Federal FY of Grant: 2000		
			Capital Fund Program Grant No: WA19P004501-00						
			Replacement Housing Factor Grant No:						
	General Description of Major Work Categories		Dev. Acct No.	Quantity	Original	Expended	Obligated	Expended	Status of Work
WA4007	Parking repair, exterior lighting		1450		5,000.00				
WA4007	Replace water heaters , Exit lights		1460		5,000.00				
WA4007	Paint Exterior		1460		3,500.00				
WA4007	Patio doors		1460		6,000.00				
WA4007	Storage system Tenants		1470		5,000.00				
WA4007									

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of Clallam		Grant Type and Number Capital Fund Program No: WA19P004501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide Mgmt.	03/31/02			09/30/03			
HA Wide Admin	03/31/02			09/30/03			
HA Wide Non dwelling	03/31/02			09/30/03			
WA4002	03/31/02			09/30/03			
WA4003	03/31/02			09/30/03			
WA4004	03/31/02			09/30/03			
WA4005	03/31/02			09/30/03			
WA4006	03/31/02			09/30/03			
WA4007	03/31/02			09/30/03			

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 \$ 66,337
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X
- C. FFY in which funding is requested 2001
- 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

PHDEP funds will be utilized to continued support for dealing with crime and drugs by empowering residents through increasing safety, providing academic opportunities, parenting classes, self-esteem groups and recreational activities. Funds will be used to address some physical improvement and security issues to decrease crime opportunity in our community.

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)
Mt. Angeles View 4-2,4-3, 4-4	95	283
Mt. Angeles View Manor	70	73
Mt. Angeles View Villa	40	41
Mt. Angeles View Terrace	60	63
Total	265	460

F. Duration of Program

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

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

G. PHDEP Program History

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

Fi cal Year of Funding	PHDEP Funding Received	Gra it #	Fu id Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997	80700	WA19DEP0040197	-0-		4/30/2000
FY1998					
FY 1999	59384	WA19DEP0040199	-0-		8/30/2001

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.

We are using a collaborative approach with the Boys & Girls Club, local law enforcement, Peninsula College and several local agencies working together on relapse prevention, positive parenting, mentoring, and coaching. Implementing additionally a tutoring program with the local school system and Americorp volunteers to increase academic achievement and social alternatives to drugs and crime. Monitoring will be completed by reviewing truancy rates, crime statistics, and participation surveys.

B. PHDEP Budget Summary

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

FY_2001_ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	0
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	16,300
9160 - Drug Prevention	26,600
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	23,437
	0
TOTAL PHDEP FUNDING	66,337

C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$-0-		
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.							

9120 - Security Personnel					Total PHDEP Funding: \$-0-		
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.							

9130 - Employment of Investigators					Total PHDEP Funding: \$-0-		
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.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$-0-		
Goal(s)							

Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 16,300		
Goal(s)		Reduce illegal crime in public housing					
Objectives		Upgrade landscaping, repair fencing, and increase lighting to discourage					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Landscaping					3,500		
2. Fence Replacement/Repair					3,500		
3. Lighting					2,000		
4. Renovation of Community Space to provide Drug Prevention Services					2,500		
5. Install speed bumps					1,000		
6. Install panic exit only doors at Manor, Villa and Terrace					3,800		
					16,300		

9160 - Drug Prevention					Total PHDEP Funding: \$ 26,600		
Goal(s)		To continue providing activities to children and families in family housing increasing life skills and alternative to crime and substance abuse.					
Objectives		Reduce truancy and crime; increase self-esteem; relapse prevention.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Boys & Girls Club	150 +	Ages 6-18			13,100	Soroptomist	Attendance; school achievement
2. GUTS	6-8	High school			2,000		Completing, behavioral improvements, increased self-esteem
3. Children are People	30-50	Elementary			3,000	Boys & Girls Club	Improved decision making
4. Favor Group	15-20	Middle School			2,000	Boys & Girls Club	Completion, increase self-esteem.
5. Anti-Truancy Program & Incentives	140	Children – All Ages			6,500	Community	Reduced truancy, less vandalism, increased citizenship skills.

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

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

9190 - Other Program Costs					Total PHDEP Funds: \$ 23,437		
Goal(s)							
Provide educational and self-sufficiency opportunities.							
Objectives							
Enhance computer lab; provide parenting classes; case management & PHDEP coordinator							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Enhance computer lab					4,500	Peninsula College	Increased participation
2. Parenting Groups					2,500	HACC	Reduction in CPS referrals
3. PHDEP coordinator					15,637	HACC	Completion of all PHDEP activities
4. National Night Out					800		
					23,437		

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Fund: By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Fund by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150	Activities 2, 5, 6	8,300	Activity 1, 3, 4	8,000
9160	Activities 2, 3, 4	7,000	Activity 1 & 5	19,600
9170		0		0
9180		0		0
9190	Activities 2, 3	18,137	Activities 1, 4	5,300
		0		0
TOTAL		33,437		\$32,900

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.”