

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of Grant County

**PHA Number:** WA 014

**PHA Fiscal Year Beginning:** (mm/yyyy)01/2001\*

\* Fiscal year changed from 10/2000 approved by Harold Lucas, Assistant Secretary, HUD on July 21, 2000

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is:

The Housing Authority of Grant County has a mission to provide, maintain and develop quality housing and neighborhoods for people facing barriers in Grant County.

**B. Goals**

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

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

PHA Goal: Expand the supply of assisted housing  
Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing  
Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of Grant County has developed this annual plan believing that it is the starting point of a regular strategic planning process. HAGC being a small Housing Authority has had limited staffing and resources to oversee the myriad of regulatory requirements required in federal housing programs. HAGC will utilize Comprehensive Agency Plan as a tool to coordinate programs and resources within the community to benefit as many low-income households as possible.

This first submission of the Annual Plan attempts to place HAGC in a position to better meet the goals and objectives of the Department of Housing and Urban Development and the community as a whole. We believe that each year, we will improve in meeting the goals to better manage our housing stock and meet our community needs.

With the many changes implemented this year (i.e., QHWRA, GAAP, CFP, PHAS, SEMAP) that must be implemented by limited staff at HAGC, we have limited the number of *major* initiatives in this year's Annual plan to only those required by HUD.

During the next annual plan submission, we anticipated more consideration of major initiatives and discretionary policies.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration  
File Name: wa014a01
- FY 2000 Capital Fund Program Annual Statement  
File Name: wa014b01
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Membership of PHA Governing Board  
File Name: wa014c01
- Membership of the Resident Advisory Board  
File Name: wa014d01

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (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
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/1899 <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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the FHA conducted	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Blood Borne Disease Policy	
X	Capitalization Policy	
X	Check Signing Policy	
X	Criminal Records Management Policy	
X	Disposition Policy	
X	Equal Housing Opportunity Policy	
X	Ethics Policy	
X	Funds Transfer Policy	
X	Hazardous Materials Policy	
X	Investment Policy	
X	Maintenance Policy	
X	Natural Disaster Policy	
X	Pest Control Policy	
X	Procurement Policy	
X	Public Housing Lease	
X	Section 8 Administrative Plan	

## **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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1,110	5	4	3	2	3	1
Income >30% but <=50% of AMI	767	4	4	3	2	3	1
Income >50% but <80% of AMI	395	3	4	3	2	3	1
Elderly	488	5	4	3	3	1	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Minorities	52.6%*	5	4	3	2	3	1
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

\*52.6% of all Grant County minority renter households have housing needs.

N/A = Data Not Available

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset - Grant County 1990
- 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)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	131		435
Extremely low income <=30% AMI	80	61	
Very low income (>30% but <=50% AMI)	44	34	
Low income (>50% but <80% AMI)	7	5	
Families with children	81	62	
Elderly families	11	8	
Families with Disabilities	27	21	
Race/ethnicity White/Non-Hispanic	86	66	
Race/ethnicity Black/Non-Hispanic	3	2	
Race/ethnicity White/Hispanic	42	32	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	49	37	
2 BR	45	34	
3 BR	35	27	
4 BR	2	2	
5 BR			
5+ BR			

<b>Housing Needs of Families on the Waiting List</b>	
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	

<b>Housing Needs of Families on the Waiting List</b>			
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	241	100	488
Extremely low income <=30% AMI	172	71	
Very low income (>30% but <=50% AMI)	69	29	
Low income (>50% but <80% AMI)	0	0	
Families with children	170	71	
Elderly families	21	9	
Families with Disabilities	61	25	
Race/ethnicity White/Non-Hispanic	189	78	
Race/ethnicity Black/Non-Hispanic	10	4	
Race/ethnicity American Indian/Non Hispanic	4	2	
Race/ethnicity White/Hispanic	38	16	

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenantbased 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)

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants 2001</b>		
Public Housing Operating Fund	308,857	
a) Public Housing Capital Fund	447,159	
b) HOPE VI Revitalization	0	
c) HOPE VI Demolition	0	
d) Annual Contributions for Section 8 Tenant-Based Assistance	1,007,274	
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
f) Resident Opportunity and Self-Sufficiency Grants	13,745	
g) Community Development Block Grant	250,986	Tax Credit - Royal Slope
	243,453	Tax Credit - Mattawa
h) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CIAP 914-98	346,052	
CIAP 915-99	311,207	
CFP-501-00	486,042	
<b>3. Public Housing Dwelling Rental Income</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
FY 2001	479,580	
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	3,894,355	

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **3-6 months**
- 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) - Credit Report

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)

NOTE: PHA currently obtains local criminal records through private screening company. HAGC is working on implementation of access to NCIC criminal records through the local law enforcement agency or the Washington State Patrol.

**(2) Waiting List Organization**

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

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

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

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

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)?  
If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two

Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

e. If the answer to d was yes, how would you describe these charges? (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:
  - Project 14-1 - Soap Lake
  - Project 14-2 - Grand Coulee
  - Project 14-3 - Ephrata
  - Project 14-8 - Warden
  - Project 14-10 - Royal City
  - Project 14-11 - Warden
  - Project 14-12 - Grand Coulee
  - Project 14-14 - Quincy

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 subcomponent 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) - Rental History contained in file if requested in writing.

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenantbased 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 tenantbased 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: When a participant requests the extension.

**(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) - Households with a member who is chronically mentally ill and living in a locally owned PHA unit designated for the chronically mentally ill.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1 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)
- 1 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below): Households with a member who is chronically mentally ill and living in a locally owned PHA unit designated for the chronically mentally ill.

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) - flyers to appropriate service agencies.

**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 subcomponent 4A.

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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 tenantbased 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)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	196	93
Section 8 Vouchers	113	64
Section 8 Certificates	116	89
Section 8 Mod Rehab	40	24
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Farmworker - Larson	18	9
Farmworker - Mattawa	27	16

**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)

Public Housing Admissions and Occupancy Policy  
Housing Authority of Grant County Agency Plan & Policies

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

Section 8 Administrative Plan  
Housing Authority of Grant County Agency Plan & Policies

## **6.0 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 longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) wa014b01

-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 (state name

-or-

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

**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.)

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

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 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: <u>(DD/MM/YY)</u>
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.

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only 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 US. 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.)

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

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

[24 CFR Part 903.7 9 (l)]

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

### 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

**Note: HAGC is currently negotiating an agreement with the local TANF agency.**

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Down Payment Assistance	19	First come first served	HAGC main office	80% of median income
First Time Home Buyers Classes	50	First come first served	HAGC main office & Columbia Community Action Council	No requirements- any person is eligible
Credit & Home Buyer Counseling	216	First come first served	HAGC main office & Columbia Community Action Council	No requirements - any person is eligible

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	19	15

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:

1. Increase outreach to new and existing Section 8 participants to increase program size by four families.

### C. Welfare Benefit Reductions

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

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

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

### **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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

Other activities (list below)

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

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

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

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

Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

On File.

**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) : wa014e01
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- 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) - Letters were sent to PHA recipients asking for volunteers willing to serve on the Board of Commissioners. Volunteers were then interviewed by the HAGC Board of Commissioners. Recommendations were sent to the Grant County Commissioners. Grant County Commissioners then voted to appoint a PHA recipient to the HAGC Board.

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

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

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

## **B. Other Information Required by HUD**

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

### **1. Substantial Deviation and Significant Amendment**

HAGC will consider the following actions to be significant amendments or modifications:

- a. changes to rent or admissions policies or organization of the waiting list;
- b. additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or
- c. any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## Chapter 4

### TENANT SELECTION AND ASSIGNMENT PLAN

(Includes Preferences and Managing the Waiting List)

[24 CFR 960.204]

#### **INTRODUCTION**

It is the HAGC's policy that each applicant shall be assigned an appropriate place on a jurisdiction-wide waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, the HAGC will offer the dwelling unit to an applicant in the appropriate sequence, with the goal of accomplishing deconcentration of poverty and income-mixing objectives. The HAGC will offer the unit until it is accepted. This Chapter describes the HAGC's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

#### **HAGC's Objectives**

HAGC policies will be followed consistently and will affirmatively further HUD's fair housing goals.

It is the HAGC's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

By maintaining an accurate waiting list, the HAGC will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the HAGC's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

#### **A. MANAGEMENT OF THE WAITING LIST**

The HAGC will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in order of preference.

Applications equal in preference will be maintained by date and time sequence.

All applicants must meet applicable income eligibility requirements as established by HUD.

### **Opening and Closing the Waiting Lists**

The HAGC, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The HAGC may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the HAGC to house an applicant in an appropriate unit within a reasonable period of time.

When the HAGC opens the waiting list, the HAGC will advertise through public notice in local newspapers, minority publications and media entities and at local service organization offices.

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the HAGC address and telephone number, how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

### **When Application Taking is Suspended**

The HAGC may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next twelve (12) months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the HAGC will *not* maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next twelve (12) months. The HAGC will give at least three (3) days' notice prior to closing the list. When the period for accepting applications is over, the HAGC will add the new applicants to the list by:

Separating the new applicants into groups based on preferences and unit size and ranking applicants within each group by date and time of application.

The HAGC will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the HAGC will advise families of their responsibility to notify the HAGC when mailing address or telephone numbers change.

### **Reopening the List**

If the waiting list is closed and the HAGC decides to open the waiting list, the HAGC will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 12 months, if there are not enough applicants who claim a local preference, the HAGC may elect to accept applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

### **Limits on Who May Apply**

When the waiting list is open,

Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

When the application is submitted to the HAGC:

It establishes the family's date and time of application for placement order on the waiting list.

### **Multiple Families in Same Household**

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

## **B. WAITING LIST PREFERENCES**

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the HAGC's Selection Criteria as defined in this policy.

The HAGC's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the HAGC will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the HAGC to verify their preference and, if verified, the HAGC will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the HAGC.

Among applicants with equal preference status, the waiting list will be organized by date and time.

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

The HAGC will grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program.

The evicted person was not involved in the drug related activity that occasioned the eviction.

If an applicant makes a false statement in order to qualify for a Local preference, the HAGC will deny admission to the program for the family.

### **Local Preferences**

Local preferences will be used to select among applicants on the waiting list. Public hearing with opportunity for public comment will be held before the HAGC adopts any local preference.

The hearing will be publicized using the same guidelines as those for opening and closing the waiting list.

The HAGC uses the following Local Preferences:

Families with Incomes Needed to Achieve Deconcentration of Poverty and Income-Mixing: for families with incomes needed to achieve deconcentration of poverty and income-mixing goals.

Residency preference: for families who live, work, or have been hired to work or who are attending school in the jurisdiction.

### **Treatment of Single Applicants**

All families with children, elderly families and disabled families will have an admission preference over "Other Singles".

"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences, but cannot be selected for assistance before any *one or two person* elderly, disabled or displaced family regardless of local preferences.

### **C. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS**

Before applying its preference system, the HAGC will first match the characteristics of the available unit to the applicants available on the waitinglists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, the HAGC may offer the family a housing voucher.

### **D. INCOME TARGETING**

The HAGC will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the HAGC's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."

The HAGC shall have the discretion, at least annually, to exercise the “fungibility” provision of the QHwRA by admitting less than 40 percent of “extremely low income families” to public housing in a fiscal year, to the extent that the HAGC has provided more than 75 percent of newly available vouchers to “extremely low income families.” This fungibility provision discretion by the HAGC is also reflected in the HAGC’s Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the HAGC’s admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the HAGC’s overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the HAGC is anticipated to fall short of its 40% goal for new admissions to public housing.

### **Low Income Family Admissions**

Once the HAGC has met the 40% targeted income requirement for new admissions of extremely low-income families, the HAGC will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

### **E. MIXED POPULATION UNITS**

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other HAGC preferences will be applied.

## **F. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with the HAGC's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the HAGC's general occupancy units.

The HAGC will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.

All families with children, elderly families and disabled families, will have an admission preference over "Other Singles."

## **G. DECONCENTRATION OF POVERTY AND INCOMEMIXING**

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

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

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

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

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

If the HAGC's annual review of tenant incomes indicates that there has been a change in the tenant income characteristics of a particular project, the HAGC will evaluate the changes to determine whether, based on the HAGC methodology of choice, the project needs to be redesignated as a higher or lower income project.

### **Deconcentration and Income-Mixing Goals**

The HAGC's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit higher income families to lower income developments, and lower income families to higher income developments.

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

### **Project Designation Methodology**

The HAGC will determine and compare tenant incomes at all general occupancy developments.

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

The HAGC's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

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

When a unit becomes available at a lower income development, the unit will be offered to a higher income family. When a unit becomes available at a higher income development, the unit will be offered to a lower income family.

### **Deconcentration Methodology**

The HAGC shall admit lower income families to higher income buildings (or developments) and admit higher income families to lower income buildings (or developments) using the following steps:

**Step 1:** The HAGC will annually determine the average income of all families residing in all of its general occupancy (family) developments (including families residing in developments approved for demolition or conversion to tenant-based assistance and families residing in public housing units in mixed-finance developments).

**Step 2:** The HAGC will annually determine the average income of all families residing in each building of each general occupancy development.

**Step 3:** The HAGC will annually characterize each building of each general occupancy development as higher income or lower income based on whether the average income in the building is above or below the overall average.

**Step 4:** The HAGC will determine which families on the waiting list have incomes higher than the HAGC-wide average and designate these families “higher income families,” and which have incomes lower than the HAGC-wide average and designate these families “lower income families.”

**Step 5:** When a unit becomes available in a higher income building, the HAGC shall skip families on the waiting list if necessary to reach a lower income family to whom it will offer the unit. When a unit becomes available in a lower income building, the HAGC shall skip families on the waiting list if necessary to reach a higher income family to whom it will offer the unit.

Skipping shall be applied to all waiting lists.

If the waiting list does not contain a family in the income category to whom the unit is to be offered, the HAGC shall offer the unit to a family in the other income category.

### **Definition of Building for Purposes of Deconcentration**

For purposes of deconcentration, a “building” is one or more contiguous structures containing at least 8 public housing units.

For scattered site and small developments, if a development contains no structures that qualify as a building, the deconcentration requirement is applied to the entire development as if the development were a building.

For mixed-finance developments and units newly added to the HAGC’s public housing stock, the deconcentration requirement is:

For the initial lease-up of vacant public housing units, the average income for the public housing units in each building must not exceed the HAGC’s average overall income.

After the initial lease-up, the leasing of public housing units is covered by the deconcentration steps listed above.

If the HAGC has provided the family that resided in public housing on the site of a mixed finance or other development the right to return to that development after revitalization, the deconcentration policy does not preclude fulfilling that commitment.

A family has the sole discretion whether to accept an offer of a unit made under the deconcentration policy.

The HAGC shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit.

The HAGC shall uniformly limit the number of offers received by applicants, described in this chapter.

Nothing in the deconcentration policy relieves the HAGC of the obligation to meet the income targeting requirements

## **H. PROMOTION OF INTEGRATION**

Beyond the basic requirement of nondiscrimination, HAGC shall affirmatively further fair housing to reduce racial and national origin concentrations.

The HAGC shall not require any specific income or racial quotas for any development or developments.

A HAGC shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

## **I. VERIFICATION OF PREFERENCE QUALIFICATION**

The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

The HAGC will reverify a preference claim, if the HAGC feels the family's circumstances have changed, at time of selection from the waiting list.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

### **Change in Circumstances**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HAGC in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

## **J. PREFERENCE DENIAL**

If the HAGC denies a preference, the HAGC will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. The applicant will have ten (10) working days to request the review in writing. If the preference denial is upheld as a result of the review, or the applicant does not request a review, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.

## **K. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST**

The HAGC will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the HAGC must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the HAGC must offer to place the family on the public housing waiting list.

## **L. REMOVAL FROM WAITING LIST AND PURGING**

The waiting list will be purged at least once a year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within thirty (30) calendar days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.

Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability.

## **M. OFFER OF ACCESSIBLE UNITS**

The HAGC has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobilityimpaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the HAGC will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the HAGC's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the HAGC will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing" chapter.

#### **N. PLAN FOR UNIT OFFERS**

The HAGC plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

The first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

The HAGC will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

#### **O. CHANGES PRIOR TO UNIT OFFER**

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

#### **P. APPLICANT STATUS AFTER FINAL UNIT OFFER**

When an applicant rejects the final unit offer the HAGC will:

Remove the applicants name from the waiting list.

Removal from the waiting list means:

The applicant must reapply.

#### **Q. TIME-LIMIT FOR ACCEPTANCE OF UNIT**

Applicants must accept a unit offer within five (5) working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the HAGC will send a letter.

#### **Applicants Unable to Take Occupancy**

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be removed from the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program;

Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;

The family demonstrates to the HAGC's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

#### **Applicants With a Change in Family Size or Status**

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The HAGC shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.

The family will take the appropriate place on the waiting list according to the date they first applied.

**R. REFUSAL OF OFFER**

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

If the unit offered is refused for other reasons, the HAGC will follow the applicable policy as listed in the "Plan for Unit Offers" section and the "Applicant Status After Final Offer" section.

# PHA Plan Table Library

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

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

Capital Fund Grant Number WA19PO1450100 FFY of Grant Approval:(2000)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	25,000
4	1410 Administration	48,604
5	1411 Audit	1,500
6	1415 Liquidated Damages	
7	1430 Fees and Costs (Energy audits)	4,000
8	1440 Site Acquisition	
9	1450 Site Improvement	12,500
10	1460 Dwelling Structures	337,868
11	1465.1 Dwelling Equipment-Nonexpendable	31,120
12	1470 Nondwelling Structures	16,950
13	1475 Nondwelling Equipment (Tools)	8,500
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>486,042</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	4,650
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	4,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Management Improvements Updated training for occupancy, procurement, accounting and maint. Staff.	1408	25,000
HA Wide	Admin	1410	48,604
HA Wide	Audit	1411	1,500
All PH	Fees and Costs – Energy Audits	1430	4,000
All PH	Non-dwelling equipment- siding tools	1475	8,500
14-1	Soap Lake – 12 units. Inlaid vinyl in kitchen and bath. Replace vertical blinds, remove and replace electric furnaces and enclose.	1460	55,258
	Replace range and refer in all units.	1465.1	9,500
14-2	Grand Coulee – 11 units. Demo lap siding and install vinyl siding, cabinets, counter tops, replace alum-framed windows with vinyl sliders.	1460	78,100
	Replace 11 air conditioners.	1465.1	6,600
	Install cyclone fence along backside of development, 60'W x 325'L x 5'H, remove small stalked trees in prep for fence installation.	1450	5,000
14-4	Quincy – 5 units. Demo lap siding and replace with vinyl siding, replace alum-framed windows with vinyl sliders.	1460	31,100
	Replace 4 air conditioners.	1465.1	2,400
14-6	Soap Lake – 4 units. Upgrade ceiling	1460	22,230

**Table Library**

	insulation to R38, remove and replace electric furnaces and enclose, vertical blinds, inlaid vinyl in kitchen and bath.		
	Replace range and refer.	1465.1	3,300
14-7	Moses Lake – Peninsula, 11 units. Install chain link fence w/retaining wall to separate development in the back, tree trimming.	1450	7,500
14-9	Quincy, 12 units. Demo lap siding and replace with vinyl siding, replace alum-framed windows with vinyl sliders.	1460	73,200
	Replace range and refer in all units	1465.1	9,320
14-11	Warden, 12 units. Demo lap siding and replace with vinyl siding, replace alum-framed windows with vinyl sliders, replace all exterior doors and jambs.	1460	66,300
	Sheds – Demo lap siding and replace with vinyl siding, exterior doors, reroof.	1470	7,800
14-12	Grand Coulee Sr. Manor – Interior painting of sprinkler piping, hallways and community room.	1460	11,680
	Replace carpet in lobby of 1 <sup>st</sup> floor, re-wire electrical in laundry facility to accommodate ADA washer/dryer, replace sheet vinyl in laundry facility and counter tops to meet ADA requirements, replace three drinking fountains with chilled/filter ADA fountains	1470	9,150
14-3			
14-5			
14-8			
14-10			
14-13			

**Table Library**

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
14-1	06/30/02	09/30/2003
14-2	06/30/02	09/30/2003
14-4	06/30/02	09/30/2003
14-6	06/30/02	09/30/2003
14-7	06/30/02	09/30/2003
14-9	06/30/02	09/30/2003
14-11	06/30/02	09/30/2003
14-12	06/30/02	09/30/2003
14-3		
14-5		
14-8		
14-10		
14-13		

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

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

Capital Fund Grant Number WA19PO14502-01 FFY of Grant Approval: (2001)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	15,000
4	1410 Administration	48,604
5	1411 Audit	1,500
6	1415 Liquidated Damages	
7	1430 Fees and Costs (Energy audits)	5,000
8	1440 Site Acquisition	
9	1450 Site Improvement	7,400
10	1460 Dwelling Structures	343,800
11	1465.1 Dwelling Equipment-Nonexpendable	7,200
12	1470 Nondwelling Structures	4,800
13	1475 Nondwelling Equipment	37,852
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	14,886
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>486,042</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	5,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	Management Improvements Training for occupancy, procurement, accounting and maintenance staff for capital fund program and any new legislative items.	1408	15,000
HA Wide	Admin	1410	48,604
HA Wide	Audit	1411	1,500
All PH	Fees and Costs – Energy Audit	1430	5,000
All PH	Non-dwelling equipment- Purchase one new copy machine used 100% for Capital Fund program.	1475	5,000
	Upgrade 4 computers with compatible printers and upgrade network software which will improve management’s overall effectiveness		8,800
All PH	Contingency	1502	14,886
14-1	Soap Lake – 12 units. Upgrade insulation. Interior paint 5 units Interior paint has been deferred maintenance to be capitalized.	1460	14,700
14-2	Grand Coulee – 11 units. Upgrade insulation in all units. Remove/replace siding with vinyl siding and remove/replace windows. Interior paint 2 units has been deferred maintenance to be capitalized.	1460	54,200
14-3	Ephrata – 12 units. Upgrade insulation in all units. Interior paint 2 units has been deferred maintenance to be capitalized	1460	10,200
14-3	Replace concrete sidewalk 5’ x 40’. Tree removal/trim in development	1450	2,000
14-4	Quincy – 5 units. Replace flooring in kitchen in 5 units. Replace electric furnace and enclose in 5 units. Interior paint 2 units has been deferred maintenance to be capitalized.	1460	18,000

**Table Library**

	Tree removal/trim	1450	2,000
14-6	Soap Lake – Interior paint 2 units has been deferred maint to be capitalized.	1460	3,000
14-7	Moses Lake – Interior paint 4 units has been deferred maint to be capitalized.	1460	6,000
14-8	Warden – 11 units. Upgrade insulation in 11 units. Interior paint 1 unit has been deferred maint to be capitalized.	1460	8,100
	Tear out garbage enclosures and install bumper guards, patch asphalt as needed, replace concrete walkway 3' x 20'	1450	3,400
14-9	Quincy – Interior paint 3 units has been deferred maint to be capitalized. Install closet doors in 10 units	1460	14,500
14-10	Royal City, 12 units. Demo lap siding and replace with vinyl siding, remove alum-framed windows and replace with vinyl sliders, upgrade all insulation, replace kitchen cabinets, countertops, sinks, faucets, install garbage disposals, replace flooring in kitchen, bath and utility, replace blinds. Interior paint 1 unit has been deferred maint to be capitalized.	1460	144,900
	Sheds – Demo lap siding and replace with vinyl siding.	1470	4,800
14-11	Warden – 12 units. Upgrade all insulation, replace kitchen cabinets, countertops, sinks, faucets, garbage disposals. Interior paint 3 units has been deferred maint to be capitalized.	1460	47,700
	Replace all air conditioners.	1465.1	7,200
14-12	Grand Coulee – Interior paint 13 units has been deferred maint to be capitalized.	1460	19,500
	Grand Coulee – Lounge equipment	1475	24,052
14-13	Moses Lake – Interior paint 1 unit has been deferred maint to be capitalized.	1460	1,500
14-24	Ephrata – Interior paint 1 unit has been deferred maint to be capitalized.	1460	1,500

**Table Library**

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
14-1	06/30/02	09/30/2003
14-2	06/30/02	09/30/2003
14-3	06/30/02	09/30/2003
14-4	06/30/02	09/30/2003
14-6	06/30/02	09/30/2003
14-7	06/30/02	09/30/2003
14-8	06/30/02	09/30/2003
14-9	06/30/02	09/30/2003
14-10	06/30/02	09/30/2003
14-11	06/30/02	09/30/2003
14-12	06/30/02	09/30/2003
14-13	06/30/02	09/30/2003
14-24	06/30/02	09/30/2003

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>ALL</b>	<b>BELOW</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
			<b>Planned Start Date (HA Fiscal Year)</b>
<b>PHA WIDE</b>			
<b>1406</b>	<b>OPERATIONS</b>		<b>46,438</b>
<b>1408</b>	<b>MANAGEMENT IMPROVEMENT</b>		<b>18,000</b>
	<b>BOARD AND STAFF TO TRAINING FOR NEW LEGISLATION</b>		
	<b>MANAGEMENT IMPROVEMENT</b>		<b>20,000</b>
	<b>ADVANCED SPHM TRAINING 2 STAFF AND BOARD AND STAFF TRAINING FOR NEW LEGISLATION</b>		
	<b>MANAGEMENT IMPROVEMENT</b>		<b>10,000</b>
	<b>BOARD &amp; STAFF TRAINING FOR NEW LEGISLATION</b>		<b>2004</b>
	<b>UPGRADE 3 COMPUTERS/PRINTERS 100% CAPITAL FUND</b>		<b>6,600</b>
	<b>SOFTWARE FOR NETWORK UPGRADE AND INSTALLATION FOR CAPITAL FUND PROGRAM</b>		<b>8,500</b>
<b>1410</b>	<b>ADMINISTRATION</b>		<b>48,604</b>
	<b>ADMINISTRATION</b>		<b>48,604</b>
	<b>ADMINISTRATION</b>		<b>48,604</b>
	<b>ADMINISTRATION</b>		<b>48,604</b>
<b>1411</b>	<b>AUDIT</b>		<b>2,500</b>
	<b>AUDIT</b>		<b>4,000</b>
	<b>AUDIT</b>		<b>4,000</b>
	<b>AUDIT</b>		<b>4,000</b>
<b>1430</b>	<b>FEES &amp; COSTS (ENERGY AUDITS)</b>		
	<b>ENERGY AUDITS</b>		<b>4,000</b>
	<b>CONSULTANT TO PLAN &amp; DEVELOP RESIDENT INITIATIVE PLAN</b>		<b>50,000</b>
	<b>ENERGY AUDITS</b>		<b>5,000</b>
	<b>ENERGY AUDITS</b>		<b>5,000</b>
	<b>ENERGY AUDITS</b>		<b>5,000</b>
<b>1475</b>	<b>LAWN MOWER</b>		<b>6,005</b>
	<b>VEHICLE FOR MAINTENANCE 100% USE IN CAPITAL FUND</b>		<b>21,000</b>
	<b>VEHICLE FOR MAINTENANCE 100% USE IN CAPITAL FUND</b>		<b>32,000</b>
	<b>DUE TO THE DISTANCE IN PROJECTS VEHICLES ARE NEEDED TO ACCOMPLISH WORK ITEMS IN CAPITAL FUND PROGRAM</b>		
	<b>REPLACE DESKS, CHAIRS &amp; CREDENZAS 100% FOR CAPITAL FUND PROGRAM</b>		<b>10,000</b>

<b>1495 RELOCATION</b>	<b>5,000</b>	<b>2004</b>
<b>1502 CONTINGENCY</b>	<b>35,000</b>	<b>2003</b>
<b>CONTINGENCY</b>	<b>25,238</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>	<b>521,697</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-1 SOAP LAKE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>			
<b>REPLACE ROOFS IN 12 UNITS</b>		<b>36,000</b>	<b>2002</b>
<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 12 UNITS</b>		<b>31,956</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>		<b>67,956</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-2 GRAND COULEE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>			
<b>REPLACE ROOFS IN 11 UNITS</b>		<b>50,050</b>	<b>2003</b>
<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 11 UNITS</b>		<b>29,293</b>	<b>2004</b>
<b>1465.1</b>			
<b>REPLACE AIR CONDITIONERS IN 11 UNITS</b>		<b>8,250</b>	<b>2003</b>
<b>REPLACE RANGES IN 11 UNITS</b>		<b>6,600</b>	<b>2003</b>
<b>REPLACE REFERS IN 11 UNITS</b>		<b>6,600</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>		<b>100,793</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
14-3 EPHRATA			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1440 PURCHASE 4 LOTS FOR PARK DEVELOPMENT		100,000	2005
1450 PAVE ALLEYWAY APPROX 1200' X 14' DEVELOP PARK ON 4 LOTS PURCHASED		43,008 85,000	2004 2005
HUD APPROVAL TO BE OBTAINED FOR LOT PURCHASES AND PARK DEVELOPMENT PRIOR TO BEGINNING WORK ITEMS.			
1460 REMOVE/REPLACE SIDING WITH VINYL SIDING TO INCLUDE ATTACHED SHED IN 12 UNITS		40,800	2002
REMOVE/REPLACE WINDOWS WITH VINYL IN 12 UNITS		32,400	2002
REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 12 UNITS		31,956	2004
RPLACE ROOFS IN 12 UNITS		48,000	2005
1470 CONVERT OFFICE TO COMPUTER RESOURCE ROOM WITH ADA BATHROOM		10,300	2003
1475 COMPUTER/PRINTER/DESK & CHAIR FOR 4 STATIONS			
4 COMPUTERS		7,200	2003
4 PRINTERS		800	2003
4 COMPUTER DESKS, CHAIRS & FLOOR MATS		2,000	2003
<b>Total estimated cost over next 5 years</b>		<b>401,464</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-4 QUINCY</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>				
<b>REPLACE LOCKS IN 3 UNITS 3 CORES EA UNIT = 6 LOCKS</b>			<b>750</b>	<b>2002</b>
<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING WITH ADA BATHROOM</b>			<b>13,315</b>	<b>2004</b>
<b>REPLACE ROOFS IN 5 UNITS</b>			<b>20,000</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>			<b>34,065</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-5 QUINCY</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>				
<b>REPLACE LOCKS IN 1 UNIT 3 CORES EA UNIT = 3 LOCKS</b>			<b>375</b>	<b>2002</b>
<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 1 UNIT</b>			<b>2,663</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>3,038</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-6 SOAP LAKE</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>				
<b>REPLACE ROOFS IN 4 UNITS</b>			<b>12,000</b>	<b>2002</b>
<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 4 UNITS</b>			<b>10,652</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>22,652</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-7 MOSES LAKE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>			
<b>REPLACE LOCKS IN 27 UNITS 3 CORES EA UNIT = 81 LOCKS</b>		<b>10,125</b>	<b>2002</b>
<b>REMOVE/REPLACE SIDING WITH VINYL SIDING IN 30 UNITS</b>		<b>120,000</b>	<b>2002</b>
<b>1470</b>			
<b>REMOVE/REPLACE SIDING WITH VINYL ON 7 SHEDS</b>		<b>21,000</b>	<b>2002</b>
<b>CONVERT STORAGE SHED TO COMPUTER RESOURCE ROOM WITH ADA BATHROOM</b>		<b>22,400</b>	<b>2003</b>
<b>1475</b>			
<b>COMPUTER/PRINTER/DESK &amp; CHAIR FOR 4 STATIONS</b>			
<b>4 COMPUTERES</b>		<b>7,200</b>	<b>2003</b>
<b>4 PRINTERS</b>		<b>800</b>	<b>2003</b>
<b>4 COMPUTER DESKS, CHAIRS &amp; FLOOR MATS</b>		<b>2,000</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>		<b>183,525</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-8 WARDEN</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>				
<b>REPLACE ROOFS IN 12 UNITS</b>			<b>48,000</b>	<b>2003</b>
<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 12 UNITS</b>			<b>31,956</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>79,956</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-9 QUINCY</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>Planned Start Date (HA Fiscal Year)</b>			
<b>1460</b>	<b>REPLACE LOCKS IN 1 UNIT 3 CORES EA UNIT = 3 LOCKS</b>	<b>375</b>	<b>2002</b>
	<b>UPGRADE INSULATION IN 12 UNITS</b>	<b>7,200</b>	<b>2003</b>
	<b>REPLACE HOT WATER TANKS IN 12 UNITS</b>	<b>7,200</b>	<b>2003</b>
	<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 12 UNITS</b>	<b>31,956</b>	<b>2004</b>
	<b>REPLACE ROOFS IN 12 UNITS</b>	<b>48,000</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>			<b>94,731</b>

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-10 ROYAL CITY</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>			
REPLACE KITCHEN, BATH, UTILITY FLOORING IN 12 UNITS WITH VINYL		14,400	2002
REPLACE KITCHEN CABINETS, COUNTERTOPS, SINKS, FAUCETS, HOODS AND INSTALL GARBAGE DISPOSALS IN 12 UNITS		44,333	2002
REPLACE ROOFS IN 12 UNITS		48,000	2003
UPGRADE INSULATION IN 12 UNITS		12,000	2003
REPLACE HOT WATER TANKS IN 12 UNITS		9,000	2003
REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 12 UNITS		31,956	2004
<b>1465.1</b>			
REPLACE AIR CONDITIONERS IN 12 UNITS		9,000	2003
REPLACE RANGES IN 12 UNITS		7,200	2003
REPLACE REFERS IN 12 UNITS		7,200	2003
<b>Total estimated cost over next 5 years</b>		<b>183,089</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-11WARDEN</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>Planned Start Date (HA Fiscal Year)</b>			
<b>1460</b>	<b>REPLACE LOCKS IN 6 UNITS 3 CORES EA UNIT = 18 LOCKS</b>	<b>2,250</b>	<b>2002</b>
	<b>REPLACE ROOFS IN 12 UNITS</b>	<b>48,000</b>	<b>2003</b>
	<b>REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 12 UNITS</b>	<b>31,956</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>82,206</b>

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-12 GRAND COULEE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460 CREATE COMPUTER RESOURCE AREA WITHIN COMMUNITY AREA</b>		<b>7,500</b>	<b>2005</b>
<b>1475 COMPUTER/PRINTER/DESK &amp; CHAIR FOR 4 STATIONS</b>			
<b>4 COMPUTERS</b>		<b>8,000</b>	<b>2005</b>
<b>4 PRINTERS</b>		<b>800</b>	<b>2005</b>
<b>4 COMPUTER DESKS, CHAIRS &amp; FLOOR MATS</b>		<b>2,000</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>		<b>18,300</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-13 MOSES LAKE</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460 REPLUMB AND REPLACE BATHROOM FIXTURES AND FLOORING IN 14 UNITS</b>			<b>37,282</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>37,282</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-14 QUINCY</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1470 BUILD 14 X 16 COMPUTER RESOURCE ROOM WITH ADA BATHROOM</b>			<b>27,400</b>	<b>2004</b>
<b>1475 COMPUTER/PRINTER/DESK &amp; CHAIR FOR 4 STATIONS</b>				
<b>4 COMPUTERS</b>			<b>8,000</b>	<b>2004</b>
<b>4 PRINTERS</b>			<b>800</b>	<b>2004</b>
<b>4 COMPUTER DESKS, CHAIRS &amp; FLOOR MATS</b>			<b>2,189</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>38,389</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>14-23 SOAP LAKE</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>			
<b>REMODEL KITCHEN CABINETRY, PLUMBING AND ELECTRICAL TO ALLOW INSTALLATION OF DISHWASHER IN 10 UNITS</b>		<b>7,500</b>	<b>2005</b>
<b>REPLCE ROOFS ON 10 UNITS</b>		<b>40,000</b>	<b>2005</b>
<b>1465.1</b>			
<b>DISHWASHERS FOR 10 UNITS</b>		<b>3,800</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>		<b>51,300</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-24 EPHRATA</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460</b>				
<b>REPLACE LOCKS IN 9 UNITS 3 CORES EA UNIT = 9 LOCKS</b>			<b>1,125</b>	<b>2002</b>
<b>REMODEL KITCHEN CABINETRY, PLUMBING AND ELECTRICAL TO ALLOW INSTALLATION OF DISHWASHER IN 10 UNITS</b>			<b>7,500</b>	<b>2005</b>
<b>1465.1</b>				
<b>DISHWASHERS FOR 10 UNITS</b>			<b>3,800</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>			<b>12,425</b>	

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

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<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>14-25 QUINCY</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1460 REMODEL KITCHEN CABINETRY, PLUMBING AND ELECTRICAL TO ALLOW INSTALLATION OF DISHWASHERS IN 10 UNITS</b>			<b>7,500</b>	<b>2005</b>
<b>1465.1 DISHWASHERS FOR 10 UNITS</b>			<b>3,800</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>			<b>11,300</b>	

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>			<b>2,430,210</b>	

## **RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

### **Name**

Linda Jo Williams

### **Method of Selection**

Appointment by County Commissioners

RESIDENT ADVISORY BOARD  
HAGC AGENCY PLAN 2001

Scott Ruffin  
Dixie Messa  
Terry Moore  
Sheila Martinez  
Ginette Wixom  
Lee Reynolds  
Mildred McCabe  
Verna Watson  
Rosalie York  
Mary Ann Perez  
Cheryl Paterson  
Linda Jo Williams  
Mary Hegwood

## **Resident Comments by Linda Jo Williams- Resident Commissioner**

### **Admissions & Occupancy Policy**

#### **CHAPTER 1**

**B** - This entire statement has an impact to assure so many families the Public Housing Agency intent is to provide improved living conditions for the low income...and operate a Socially and Financially sound Public Housing Agency that provides decent safe, and sanitary housing within a Drug Free environment.

**C-K** - Understood and in compliance with fairness.

#### **CHAPTER 2**

**A-H** - Understood and in compliance with fairness.

#### **CHAPTER 3**

**A-F** -Understood and acceptable as written.

#### **CHAPTER 4**

**A-R** This part was highly done with efficiency as well as specifics on procedures and the organization's commitment too. A persons' ability to understand the policy and of the agency's willingness to enforce it. I also saw your agency can be generous but still create rigid rules or guidelines- that are expected to be abided by . . . the extent the agency goes to accommodate families is so precise.

#### **CHAPTER 5**

**B** - Exceptions to Occupancy Standards - This shows flexible guidelines can be applied as needed.

**C** - Accessible Units - To create these units specifically shows community concern and needs.

**D** - Family Moves - This availability for options of modifications allows for family changes of circumstances, the benefit of staying with the agency with out penalty ...These considerations show the agency is in compliance for all needs of its residents.

This section was self-explanatory and the guidelines are fair.

#### **CHAPTER 6**

**A** -Minimum Rent - The introduction defined the intricate development and various factors that consistently relate to how determination is made....following were the many guidelines and regulations that set policy for the agency to fairly adjust amounts each pays for rent without undo hardship....The exception to minimum rent and criteria for hardship exception, shows great balance in awareness of the many hardships families face when the unexpected happens. To be so adaptable to these circumstances shows, great forethought in the development of Public Housing....

**A-E** - Continues into components of policy and procedures that ensures guidelines are set to help the agency best serve families qualifying. The exclusions disallowance insert enables transition from dependent to independent responsible growth. This entire section was indeed designed for the best interests of families being served.

**F-W** - Further idealism used in the development of policy and procedures.

## **CHAPTER 7**

**A-K** - Seems routine and in-compliance with all other policy/procedures.

## **CHAPTER 8**

**A-F** - Shows consistency with resident accommodation as always.

## **CHAPTER 9**

**A-L** -Formatted with stringent words, but readable and in compliance with policy/procedures.

**M** - The before inspection and after tenant moves out is designed to protect and ensure units are in good condition. Having a copy in the file also affirms the resident is aware of all findings and corrective measures were brought into compliance. This also is policy there after and the out of compliance allows the resident to read inspection findings they must bring back up to compliance.

**HOUSEKEEPING VIOLATIONS** - I have heard some negative response to this procedure not being fair concerning situations that prevailed, causing a different pattern of lifestyles that may have caused housekeeping to reflect a violation by Agency ... If proper notice is given with the resident having a chance to request another more covenant time due to circumstances on that day and time as hardship for fair evaluation on inspection then I say all policy and procedures in this am also in compliance with all rules and guidelines set forth by the agency.

## **CHAPTER 10**

**A-Q** -Seems routine and in compliance with all policy and procedures set forth to protect all rights of every resident with or without pets. Standard policy with detailed guidelines shows what is expected and allowable from the onset of the agreement.

## **CHAPTER 11**

**A-I**- This yearly requirement is standard and continuance for assistance must be followed.

## **CHAPTER 12**

**A-E** - Are very clean cut and direct policy and procedures covering both resident and the agency. In compliance with all other set forth.

## **CHAPTER 13**

**A-E** - Self explanatory and in-compliance with all other set forth.

## **CHAPTER 14**

**A-C** - Defined clearly with standard guidelines to follow.

## **CHAPTER 15**

**A-F** - Defines a criteria of how the agency helps implement selfsufficiency by requirements that introduce residents to resources available within the community. The guidelines clearly state what is expected and by whom. In compliance with all others set forth.

**GLOSSARY** - Useful at understanding terms, supplied clarity also.

**PROGRAM INTEGRITY ADDENDUM** - Great insight as to how the agency investigates, prevents, and handling of all actions are fair and reasonable means to ensure proper steps were taken following all policy and procedures. All transactions are documented and filed, available for review as needed.



## **POLICIES & PROCEDURES**

### **MAINTENANCE POLICY**

1.1. Maintenance System - You're correct in developing this new maintenance system, and with all components in place with tools and skills, the performance of work can be productive and managed.

1.3. Develop Procedures - After all above mentioned components are in place and working effectively.

1.4. Develop Performance Standards and Goals - Under proper direction and strong leadership these can become higher standards for all components.

1.5 Work Order and 1.6 Training - all fit under the realm of proposals so forth in new development plans.

1.7 Long-Range Planning - Maintaining the Property - All fit into above proposals, with the exception for E-F-G Market analysis of property for capital improvements, and costs specified, with a maintaining plan. My suggestion with this is to collaborate with Job Corps, whose department of Landscape and Lawn Connoisseur would be an asset as well as cost effective. The work is highly supervised with credits for their graduating into a career of this nature. So this arrangement not only gets all the above, but it also shows good faith towards involving the other agency's who are supplying education and training for low income families to profit and become self reliable. It's just a suggestion to help with some of this, not to mention the added help would prevent high water bills, because more people supplying maintenance not only covers all areas, it allows water lines to be repaired and maintained. Preventing leakage and excess watering. After I heard some state the years they have been employed for such job descriptions as maintaining property grounds, PREVENTATIVE is a Routine Maintenance Schedule taking very lightly, and not in the best interest of the agency, and how the lack of these reflect the image this projects to residents who are to follow different guidelines as an condition of their contract with Housing Authority? Again for these policy and procedures to work effectively the work force currently employed has got to understand and follow them as a priority under their employee contract.

1.8 Responding to Emergencies - Without entirely every component discussed as a development plan by your agency, and therefore instilled in performance standards to be followed by all departments, I would hate to see a serious overwhelming disaster. Total panic would result because of lack of planning, organization and capability to perform as a team designated to handle emergencies as their highest priority.

1.9. Prepare Vacant Units for Preoccupancy - This policy enforced will create cash flow and produce predictability. The work force has an assignment to ensure prompt completion. And also clearly defines the responsibility that goes with the Director of Maintenance Title.

1.10. Preventive Maintenance Program - Is a very in-depth scheduled maintenance plan and if instilled by all should correct all out of compliances. As a mandatory requirement that all tasks be considered high priority leaves little room for operating any other way unless of course a person who is not committed to following the direct policy and procedures, then the elimination of that person having employment with the HA.

1.11 - Inspection Program - This also defines in detail the expectations of performance for this job

title along with an example that shows the expectations for the resident. All should match standards set

by the Housing Authority and include conditions required by HUD. The higher standard does make property more competitive in the local markets. This again falls in the scope, of all property, buildings, and grounds that must be maintained and managed by those required as their job description

states and within a timely manner, all areas are defined with great effort, not just for the employee but for the residents being served by the agency, little or no room for question remains for what is expected.

1.12 - Resident on-demand service is very clear in all components throughout this material.

1.13 - Contracting for Services - This is covered in expectations clear and precise specifications.

1.15 - Schedule of Charges for Repairs to Tenant Related Damages - All items give clear instructions and prices for both, and with the detailed outline to follow makes no room for error when work sheets

are filled in correctly, record keeping becomes organized and the system becomes an easy tool.

#### **NATURAL DISASTER RESPONSE GUIDELINES AND HAZARDOUS MATERIALS**

**POLICY** - Are well written development plans for implementing into policy and procedure, and the purpose for these clearly outlined with strong standards to be followed, I see no reason for any of these items to be opposed.

**PROCUREMENT POLICY** - Very refined and explanatory for guidelines for professional business management. Ethics in public contracting shows great efforts to define guidelines in a professional position as the HA is. I believe after these are in place an enforcement of the policy be done. Allowing no room for any other judgment call but a clear act of violation under the standard HA does business.

**CAPITALIZATION POLICY** - This defines in clarity the position the agency stands on this and clearly outlines procedures

**DISPOSITION POLICY** - Has the same effect for following.

**DRUG-FREE WORKPLACE POLICY** - Is very well written and demonstrated a NO TOLERANCE POLICY - the only amendment I would add is the one most of the nation's work places also instill a random drug testing clause be added for reinforcement to the policy. The guidelines residents must follow are very strict and defiantly enforced, so should the employees. If I had my way the entire area would be posted Drug Free Zone, as well as every entrance to this area with a 5-year mandatory sentence for violators caught in the drug free zone.

#### **CRIMINAL, DRUG TREATMENT AND REGISTERED SEX OFFENDERS CLASSIFICATION**

**RECORDS MANAGEMENT POLICY** - The purpose is in accordance with proper policy and procedure. Acquisition is mandatory good business practice. The maintenance of their records are standard policy and procedure. The disposition is also standard policy and guidelines. My personal views on this are in an area of families with children why would anyone even consider allowing these offenders into a family orientated community. I would suggest placement be in areas less likely to offend or violate rights of others to live in a safe environment. I will not elaborate any further on this

subject, but I declare I am opposed to any such co-housing arrangements for these people in any populated family community such as HA is trying so hard to achieve.

**BLOOD-BORNE DISEASES POLICY** - The entirety of this practice is very well presented and the guidelines ensure safety for employees, the residents, and the community to be at high risk from these diseases very easy to be transmitted.

**ETHICS POLICY**- Preface shows great established standards for everyone, and the enforcement applied as well. This I find commendable as room for improvement does prevail and these will have to be issues addressed in some common practices now. Included in statement are basic comments, the real issue is to define with clarity this policy and procedure to all members representing the HA and past conduct will not be permitted for any reason. Ethical standards for employees- this to most professional persons is something done without endorsements of such defined requirements to ensure policy and procedures of the Ethical Standards are in Compliance with enforcement guidelines very detailed . Under the term NO AUTHORITY EMPLOYEE, I see a conflict of interest in the Director and a Board of Commissioners member being FAMILY The concept of how Housing Authority standards reflect the judgment and performance of employees clearly defines the purpose this organization recognizes, designed to assure the utmost in public trust and confidence. Ethical standards for commissioners - The description of what is expected of a commissioner was clear and agreeable.

**CHECK SIGNING AUTHORIZATION POLICY**- The purpose for implementation is very appropriate for internal control over financial matter.

**FUNDS TRANSFER POLICY** - The content reads excellent. the purpose is warranted my only concern is the refinement of wording due to the board's intent of doing away with Deputy Director position, there for my last and final recommendation would be to stay as it was set up in the Board of Commissioners meeting September 18, 2000.

## **Resident Comments by Terry Moore**

### **MAINTENANCE POLICY**

Do Grant County **Agencies** contact each other about exchanging **or** trading equipment or Personal property prior to putting the item into the auction?

Does the H.A.G.C. use the man power that is available from The Coyote Ridge Program to help enlarge your maintenance staff and help with some of the tasks within the area?

Have you ever shared cost with other, departments or, the purchase of larger equipment and shared use time of that equipment?

Would the maintenance department provide the materials and supervision for some Projects around the area and let residents do the work?

**CRIMINAL, DRUG TREATMENT, AND REGISTERED SEX OFFENDER CLASSIFICATION RECORDS MANAGEMENT POLICY** - Does the H.A.G.C. notify residents if and when a convicted Sex Offender or drug user moves into the neighborhood?

Most every thing else was okay in my review of the items. If I can be of help to you or the H.A.G.C. in any way please let me known. I feel you and all the staff there do a very good job providing help to the people of Grant County.

Thank-you, Terry Moore