

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

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

PHA Plan

Agency Identification

PHA Name: Housing Authority of Mason County

PHA Number: WA-059

PHA Fiscal Year Beginning: 10/2001

Public Access to Information

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

Main administrative office of the PHA
Housing Authority of Mason County
110 Russell Road
Bremerton, WA 98312
(360) 479-3694

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

PO Box 1459
807 W. Railroad Avenue
Shelton, WA 98584
(360) 426-9726 Extension 16

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)

PO Box 1459
807 W. Railroad Avenue
Shelton, WA 98584
(360) 426-9726 Extension 16

5-YEAR PLAN

PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

- The PHA's mission is: (state mission here)
MCHA's mission is to attempt to relieve the shortage of safe, decent and affordable housing available to low-income persons; to create opportunities for residents to increase their self-sufficiency and independence; and to assure fiscal integrity in all programs it administers.

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 voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., tracking of applicant and Participant statistics; voucher unit inspections)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards and analyze annually
- Other: (list below)
 1. Provide information seminars, handbooks and written newsletters to potential and existing landlords regarding the Section 8 Voucher Program.

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to further identify the needs of participants by developing and implement an annual survey to measure the quality of community services to available to participants;
- Implement measures to develop and implement services and/or programs to improve the quality of life and economic vitality of services and/or programs, identified by participants as gaps in the community.
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed households within MCHA's programs, by developing a Family Self-Sufficiency Program through collaborative partnerships throughout the community;
- Provide or partner with supportive service agencies to improve assistance recipients' employability;
- Provide or partner with supportive service agencies to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake 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)

Additional MCHA Goals and Objectives:

1. Continue assisting the local economy by increasing the occupancy rate of subsidized and affordable housing, and the amount of financial assistance flowing into the community;
2. Continue to encourage self-sufficiency of participant families and assist in the development and implementation of programs and/or services designed to provide opportunities for participants that address the needs of families in the areas of educational, socio-economic, recreational employability, basic life skills and other supportive services;
3. Expand the level of family, owner and community support in accomplishing MCHA's Goals, Objectives and overall mission of the Housing Authority;
4. Attain and maintain a high level of standards and professionalism in our day-to-day administration and management of all program components;
5. Administer an efficient, high-performing agency through continuous improvement and expansion with community partners and MCHA's support systems, with commitment to our employees and their professional development;
6. Provide decent, safe and sanitary housing for eligible families while maintaining their rent payments at an affordable level;
7. Ensure that all units under contract in our Section 8 Program, meet Housing Quality Standards and that families pay fair and reasonable rents;
8. Promote Fair Housing within the community and provide an opportunity for eligible families of all ethnic backgrounds to experience freedom of housing choice;
9. Promote housing programs that maintain quality service and integrity, while providing incentives to private property owners to rent to eligible families;
10. Promote market-driven housing programs that will assist eligible families in successfully obtaining affordable or subsidized housing, by increasing the supply of housing choices for such families, as identified by local need.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Overview

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

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

Purpose and Structure of the Agency Plan

The purpose of the Agency Plan is to empower and equip a Housing Authority to exercise optimum flexibility in meeting local housing needs within the community, while also meeting its own needs. The Agency Plan contains is a Five-Year Plan from fiscal year October 1, 2001 – September 30, 2006 that includes the Housing Authority's mission and long range goals and objectives, the Annual Plan addresses the Authority's immediate operations, current policies, currant statistics, programs and services, along with strategies for handling operational concerns, resident concerns and needs, and programs/services for the upcoming fiscal year. The Agency Plan outlines a Housing Authority's efforts in meeting the needs of the low, very-low and extremely-low income population in its community, and effectively serves as a management, operational and accountability tool for the Housing Authority.

Preliminary planning sessions were conducted with community leaders and service providers. The Housing Authority has diligently advertised and sent personal notices to residents, seeking resident input into the development of the Agency Plan; unfortunately, the Housing Authority has not received any applications from residents to participate on a Resident Advisory Board. In addition, the Housing Authority has

not received any applications and/or requests from residents to be appointed as a Resident Commissioner.

The Housing Authority held a public hearing/study session. The Housing Authority received no comments in regards to the administration and management of our Section 8 Housing Choice Voucher Program. The Housing Authority will continue resident outreach efforts in full force, regarding the implementation of a Resident Advisory Board and the appointment of a Resident Commissioner.

The Housing Authority consulted with Columbia Legal Services throughout the Housing Authority's initial outreach efforts last year, in the hopes that residents would recognize the importance of being actively involved in the Agency Plan process, and the significant impact and opportunities that the QHWRA imposes. State and local authorities were also involved during the development of the Agency Plan, in addition to numerous service-orientated agencies to ensure that the unique and individual needs of our residents and the community are both addressed in the Agency Plan. The Agency Plan for the Housing Authority of Mason County is consistent with the Consolidated Plan for the State of Washington.

Annual Plan Contents

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

- ◆ The Annual Plan is a Streamlined Plan, as MCHA administers only tenant-based assistance through the Section 8 Housing Choice Voucher Program, and does not own or operate public housing.
- ◆ The Annual Plan provides a comprehensive assessment of the Housing Needs within the community. At this time, it appears that the Authority is meeting the low-income housing needs, however, we will monitor the need through annual updates of this Plan.
- ◆ A statement of Mason County Housing Authority's planned financial resources and planned uses of those funds.
- ◆ All admissions and continued occupancy policies as well as rent determination policies and procedures have been reviewed and updated in accordance with the QHWRA of 1998 and subsequent rules. The Section 8 Administrative Plan is available for public review and is included in the Annual Plan and contains detailed descriptions of all housing policies resulting in efficient and effective program administration.

- ◆ The Operations and Management Section of the Annual Plan provides a narrative, along with a list of programs currently administered and/or managed, by Mason County Housing Authority.
- ◆ The Mason County Housing Authority's Grievance Procedure has been adopted by the Board and is included in the Annual Plan, under the Informal Review Procedure for Section 8 Applicants and Formal Hearing Procedures for Section 8 Participants in the Section 8 Administrative Plan.
- ◆ The Mason County Housing Authority does not own and/or operate public housing units.
- ◆ The Mason County Housing Authority is not currently participating in a homeownership program, however will continue efforts in developing one with community partners. The Housing Authority will monitor interest in such a program and follow up as appropriate.
- ◆ The Mason County Housing Authority does have a formal cooperation agreement with the local welfare office. All policies and procedures relative to Welfare Benefit Reductions are included in the Section 8 Administrative Plan.
- ◆ The Mason County Housing Authority does not currently have any asset management plans that have not already been identified in previous sections of this Plan.
- ◆ All other documentation and certifications are included as required by the QHWRA.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Annual Plan	<u>Page #</u>
i. Executive Summary.....	5
ii. Table of Contents.....	8
1. Housing Needs.....	12
2. Financial Resources.....	18
3. Policies on Eligibility, Selection and Admissions.....	20
4. Rent Determination Policies.....	31
5. Operations and Management Policies.....	36
6. Grievance Procedures.....	38
7. Capital Improvement Needs.....	39
8. Demolition and Disposition.....	41
9. Designation of Housing.....	42
10. Conversions of Public Housing.....	43
11. Homeownership.....	45
12. Community Service Programs.....	47
13. Crime and Safety.....	51
14. Pets (Inactive for January 1 PHAs).....	53
15. Civil Rights Certifications (included with PHA Plan Certifications).....	54
16. Audit.....	55
17. Asset Management.....	56
18. Other Information.....	57

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Membership of the PHA Governing Board (WA059B03.doc)
- Membership of the Resident Advisory Board (WA059C03.doc)

Optional Attachments:

PHA Management Organizational Chart

iv. Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
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
	Most recent board-approved operating budget for the public housing program	Not Applicable
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Not Applicable
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work</i>	Not Applicable

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Component Plan
	<i>Responsibility Act Initial Guidance; Notice and any further HUD guidance) and</i> 2. Documentation of the required deconcentration and income mixing analysis	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Not Applicable
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Not Applicable
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Not Applicable
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Not Applicable
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
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Not Applicable
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Not Applicable

	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Not Applicable
	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	Not Applicable
	Approved or submitted applications for demolition and/or disposition of public housing	Not Applicable
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Not Applicable
	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	Not Applicable
	Approved or submitted public housing homeownership programs/plans	Not Applicable
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Not Applicable
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Not Applicable
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Not Applicable
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Not Applicable
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	N/A						
Income >30% but <=50% of AMI	N/A						
Income >50% but <80% of AMI	N/A						
Elderly	N/A						
Families with Disabilities	N/A						
Black	N/A						
White	N/A						
Hispanic	N/A						

*This information wasn’t attainable at a jurisdiction level.

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
Washington State Consolidated Plan 2001-2005
- 2000 U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- Mason County’s Continuum of Care Plan – 2000-2005

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	435		124
Extremely low income <=30% AMI	320	74%	
Very low income (>30% but <=50% AMI)	99	23%	
Low income (>50% but <80% AMI)	15	3%	
Families with children	196	45%	
Elderly families	12	3%	
Families with Disabilities	33	8%	
Black	5	1%	
White	361	83%	
Hispanic	39	9%	
Other	30	7%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 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
- Continue Participation in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
 - Continue participation in the Continuum of Care Plan;
 - Adopt admission preferences on the waiting list for sub-population groups identified as a high priority by the Continuum of Care Plan;
 - Retain admission preferences on the waiting list for homeless families and/or individuals successfully completing transitional housing with supportive services.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Preserve existing affordable housing that may be “at-risk”, through purchase, if financially feasible.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing;
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance;
- Employ admissions preferences aimed at families with economic hardships;
- Adopt rent policies to support and encourage work;
- Other: (list below).
 1. Apply for welfare-to-work vouchers, should they become available;
 2. Partner with community agencies and/or other authorities to establish a program that contains case management services, with a goal towards self-sufficiency or interdependency.

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)
 1. Affirmatively market to local non-profit agencies that assist families who are elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities;
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing;
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available;
- Affirmatively market to local non-profit agencies that assist families with disabilities.
- Other: (list below)
 1. Adopt admissions preferences on the waiting list, aimed at families who are handicapped or disabled and are unable to work.

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).
 1. Assist Section 8 participants who are handicapped or disabled, elderly, or have three or more children in locating units suitable to their needs.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,246,840	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		Rental assistance and supportive services in Lewis County
j) HOME	\$120,000	Rental assistance and supportive services in Mason County
k) Fairmont Cove / Goldsborough Cove	\$340,354	Rental Assistance
Pine Gardens	\$209,400	Rental Assistance
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Thurston/Mason RSN	\$13,200	Supportive Services and Admin Costs for Transitional Housing
Lewis Timberland RSN	\$125,000	Supportive Services and Admin Costs for Transitional Housing
Other	\$96,414	
Total resources	\$2,151,208	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

Criminal or drug activity made available to us by police reports, newspapers, etc;

Documentation/information regarding tenant history;

Rental history (if any) with MCHA;

Eviction history;

Damages to any rental unit;

Lease or program violation;

Documented complaints.

(2) Waiting List Organization

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

- None

- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)
PO Box 1459
807 W. Railroad Avenue
Shelton, WA 98584

(3) Search Time

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

If yes, state circumstances below:

If a family is having difficulty finding a unit or any reasonable request for accommodation.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability;
- Veterans and veterans' families;
- Residents who live and/or work in your jurisdiction;
- Those enrolled currently in educational, training, or upward mobility programs;
- Households that contribute to meeting income goals (broad range of incomes);
- Households that contribute to meeting income requirements (targeting);
- Those previously enrolled in educational, training, or upward mobility programs;
- Victims of reprisals or hate crimes;
- Other preference(s) (list below)
 - a. Graduates of transitional housing programs with supportive services;
 - b. Singles – Applicants who are elderly, disabled, or displaced families of no more than two person families will be given a selection priority over all “Other Single” applicants regardless of preference status. “Other Singles” denotes a one-person household in which the individual member is not elderly, disabled, or displaced by a government action. Such applicants will be placed on the waiting list in accordance with other preferences to which they are entitled, but the will not be selected for assistance before any one or two person elderly, disabled, or displaced family, regardless of local preferences.

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

The Housing Authority does not currently have any Special Purpose Programs, however our Section 8 Administrative Plan does contain a brief policy in chapter 4, regarding admitting families outside of the waiting list under a “Special Admission Procedure.” Examples include families displaced due to demolition or disposition of public housing, families displaced due to a Section 8 Multi-family contract opt-out, etc.

b. How does the PHA announce the availability of any Special-Purpose Section 8 Programs to the public?

- Through published notices
- Other (list below)

In accordance with the Section 8 Admin. Plan Policy as noted above.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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:

The Housing Authority of Mason county currently contracts with the Bremerton Housing Authority to administer and manage all program components, including but not limited to, financial management and program compliance. The Housing Authority of Mason County does maintain its own Board of Commissioners, that set all policies governing the Housing Authority and oversees the management contract with Bremerton Housing Authority.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Section 8 Vouchers - Mason	176 Families	10
Section 8 Vouchers - Lewis	141 Families	10
HOME Tenant Based Subsidy - Mason	25	20
Pine Gardens Apts.	28	10
Fairmont Cove *1		
Goldsborough Cove *2		

*1 Acquired _____(date)

*2 Acquired _____(date)

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

Policy	Description of Policy, Manual, Handbook, etc.
Personnel	Policies relating to personnel in the form of a handbook.
Procurement	Policy that establishes procedures to purchase items in accordance with state and federal procurement laws for public agencies.
Capitalization	Policy that defines and identifies items which should be "capitalized" versus listed as an expenditure.
Cash Management and Investment	Policy that establishes the protocol of funds to assure the availability of cash for operational needs, preserve the value of cash resources, and earn the maximum return on funds available for a secure investment.
Insurance	Policy ensuring that property and interests of the Housing Authority are adequately protected.
Disposition of Property	Policy that establishes procedures to dispose of personal property that has become worn, damaged beyond repair, is no longer useful for the original purpose, has no use at its present location, or any other location.
Sec. 8 Administrative Plan	Eligibility, selection and admissions policies.
Safety Policy	Addresses the rules and regulations concerning safety of residents.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - Other (list below)
PO Box 1459
807 W. Railroad Avenue
Shelton, WA 98584

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(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.)

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

9. 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.

Designation of Public Housing Activity Description
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

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes 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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

- | |
|--|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

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

2. Program Description:

The Section 8 Homeownership Program is still in development.

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 (1)]

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 entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
HOME TBRA – Mason	25	Waiting list	local	Section 8 participants
HOME TBRA - Lewis	25	Waiting list	local	Section 8 participants

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA 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)]

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?

Mason County Housing Authority did not receive comments on the PHA Plan from the Resident Advisory Board.

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

- Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

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.)

After public notice was issued in the local papers and at Board meetings, there were no applications submitted.

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
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)

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

To promote adequate and affordable housing, economic opportunities, and a suitable living environment free from discrimination to low income residents of Mason County.

D. Other Information Required by HUD

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

ATTACHMENT WA059A03.doc

Statement of Progress in Meeting the 5-Year Plan, the Housing Authority's Mission and Goals

I. Meeting the Housing Authority's Mission:

The Housing Authority has been successfully meeting its mission as identified by:

1. Continue to recognize the residents as its ultimate customers;
2. Continue to develop problem-solving partnerships with the private sector, HUD, local governments and the community;
3. Continuing to improve management and service delivery efforts through resource management, risk assessment, and implementation, by trained, diagnostic, and results-oriented staff;
4. Continuous efforts in attempting to relieve the shortage of safe, decent and affordable housing available to low-income persons – applied for AND received a Tenant-based Rental Assistance (TBRA) Grant for Lewis County through Washington State Department of Community and Economic Development, designed to assist 20-25 households in obtaining transitional housing combined with intensive case management services which are provided by several community partners. Acquired a 40-unit multi-family, Rural Development property in Mason County (Fairmount Cove), with all units containing rental assistance.

The Housing Authority's success in this area is measured and quantified, through analysis of SEMAP scores, community program partners, annual audits and increases or improvements in providing resident initiative programs and additional affordable housing choices.

II. Meeting our Annual Goals:

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

- **PHA Goal - Expand the Supply of Assisted Housing**

Objective - To apply for additional vouchers, leverage private and/or public funds to create additional housing opportunities, and acquire or build units or developments.

1. The Housing Authority applied for AND received additional voucher allocations under the Fair Share NOFA;
2. The Housing Authority applied for AND received a Tenant-Based Rental Assistance (TBRA) Grant, which will provide transitional housing and intensive case management for approximately 20-25 households;
3. The Housing Authority purchased 40 affordable housing family units that are subsidized through Rural Development.

- **PHA Goal - Improve the Quality of Assisted Housing**

Objective - To improve voucher management: (SEMAP score); increase customer satisfaction and improve specific management functions.

The Housing Authority continues efforts to increase customer service to our residents through consistent evaluations of our delivery of services. Preliminary assessments indicate that the Housing Authority will continue to improve our SEMAP score and a survey to determine individual customer service is planned for Section 8 participants this year.

- **PHA Goal - Increase Assisted Housing Choices**

Objective – Continue to provide voucher mobility counseling, conduct outreach efforts to potential Section 8 landlords, and continue to research the possibilities of developing a home ownership program.

1. *Strategy* – Continue to provide mobility counseling for Section 8 participants at a level that addresses their individual needs and not just basic program requirements.
2. *Strategy* – Increase outreach efforts for the development of a Section 8 Landlord Advisory Board.
3. *Strategy* – Continue to research financial resources and community partnerships that may assist us in the development of a homeownership program.

The Housing Authority continues to meet this goal by providing the above stated services and will continue efforts to expand and/or improve upon, current programs.

HUD Strategic Goal: Improve Community Quality of Life and Economic Vitality:

- **PHA Goal - Provide an Improved Living Environment**

Objective – Continue to implement measures to further identify the needs of participants by developing and implementing an annual survey to measure the quality of community services available to participants which improve the quality of life and economic vitality of services and/or programs, identified by community partnerships as gaps in the community.

The Housing Authority continues to meet this goal as an active community partner in the Continuum of Care process for both Mason and Lewis County. In addition, the Housing Authority is a community partner in the development and implementation of a complete Housing Needs Assessment for Mason County, which should be complete sometime in 2002. A complete Housing Needs Assessment for Lewis County is still in the planning stages, and is anticipated to be developed in 2002 and implemented in 2003.

HUD Strategic Goal: Promote self-sufficiency and Asset Development of Families and Individuals:

- **PHA Goal - Continue to encourage and promote self-sufficiency of participant families and assist in the expansion of opportunities that address the needs of families in the areas of educational, socioeconomic, recreational, employability, basic life skills, and other supportive services.**

Objectives – Increase efforts to develop a Family Self-Sufficiency Program, or other similar program with increases recipient’s employability and/or independence for elderly or disabled families in Mason County in 2002, with implementation scheduled for 2003.

1. *Strategy* – Increase efforts to partner with Bremerton Housing Authority (BHA) to expand BHA’s Self-Sufficiency Program to Mason County and partnering with supportive service agencies to include community support, in the areas of educational, socioeconomic, recreational, employability, basic life skills, and other supportive services.
2. *Strategy* - Prepare and train supervisory staff in the requirements of maintaining a successful FSS Program.
3. *Strategy* - Review and assess core components of existing BHA FSS Program and expand as necessary.
4. *Strategy* - Seek opportunities to develop new programs that also address the needs of families in these areas.

The Housing Authority continues to meet this goal, and anticipates a partnership with Bremerton Housing Authority. Supervisory staff have received some training, the FSS program in Bremerton has been reviewed and core components have been analyzed. Stabilization of the FSS Program in Bremerton is critical, before expansion is anticipated into Mason County. Increase efforts to identify community supportive service agencies and develop local partnerships in anticipation of expanding the FSS Program in Bremerton to Mason County.

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

• **Goal - Ensure Equal Opportunity and Affirmatively Further Fair Housing Objectives**

Objectives - Undertake measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, marital status and disability.

1. *Strategy* - Provide training in Federal Fair Housing Requirements for the majority of staff involved in the day-to-day operations of Section 8 Voucher and Public Housing Programs. Thus, ensuring that staff is educated in this critical area and possess the necessary skills and ability to ensure equal opportunity in housing.

The Housing Authority continues to meet this goal by ensuring that our policies and day-to-day procedures provide equal opportunities in housing for all Americans. In addition, the Housing Authority has met this goal, by ensuring that current staff received additional Fair Housing Training in 2001.

ATTACHMENT WA059B03.doc

Resident Membership of the PHA Governing Board

I. Housing Authority of Mason County Statement:

Currently, the Housing Authority of Mason County does not have a resident serving on its Board, as the Housing Authority has not received ANY applications and/or requests from Section 8 participants to be appointed as a Resident Commissioner. The Housing Authority continues to diligently advertise and send personal notices to all Section 8 Program participants, that the Housing Authority desires resident input into the Development of the Annual Plan.

In addition, the Hosing Authority has put several articles in our monthly Section 8 Newsletter that is distributed to Section 8 Property Owners/Landlords, seeking referral of Section 8 participants that may be interested in serving on the MCHA Board of Commissioners.

The Housing Authority continues to hold public hearing sessions regarding the Agency Plan and Annual Plan, in accordance with Federal requirements, including planning sessions with local community service providers and the Continuum of Care Group. The Housing Authority of Mason County is supportive of the appointment of a Resident Commissioner, that is a Section 8 Participant in the jurisdiction of Mason County, and will increase our outreach efforts.

II. Date of the next term expiration that would provide an opportunity to appoint a resident to the MCHA Board of Commissioners:

Currently, there is an opportunity for a Section 8 resident to be appointed to the MCHA Board of Commissioners.

III. Appointing Official of the Governing Board:

The County Commissioners of Mason County officially appoint Commissioners to the Housing Authority of Mason County.

ATTACHMENT WA059C03.doc

Membership of the Resident Advisory Board

I. Housing Authority of Mason County Statement:

Currently, the Housing Authority of Mason County does not have a functioning Resident Advisory Board or Boards (RAB), as the Housing Authority has not received ANY applications and/or requests from Section 8 participants interested in becoming a Resident Advisory Board Member and/or formulating a RAB. The Housing Authority continues to diligently advertise and send personal notices to all Section 8 Program participants, that the Housing Authority desires resident input into the Development of the Annual Plan and Agency Plan. Therefore, the Housing Authority currently considers ALL Section 8 Participants to be resident advisors with the opportunity to participate in the Agency and Annual Plan.

In addition, the Hosing Authority has put several articles in our monthly Section 8 Newsletter that is distributed to Section 8 Property Owners/Landlords, seeking referral of Section 8 participants that may be interested in formulating an RAB.

The Housing Authority continues to hold public hearing sessions regarding the Agency Plan and Annual Plan, in accordance with Federal requirements, including planning sessions with local community service providers and the Continuum of Care Group. The Housing Authority of Mason County is supportive of the formulation of a RAB and has adopted by Resolution, a Resident Advisory Board Policy. The Housing Authority of Mason County will increase our outreach efforts in this area.