

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

PHA Plans

Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Bremerton

PHA Number: WA-003-01

PHA Fiscal Year Beginning: 10/2002

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
Westpark Community/Sports Activity Center

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)
Westpark Community/Sports Activity Center

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Overview

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

The focus of the 2020 Management Reform Plan is to prepare HUD to move into the 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 the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The Agency Plan contains a FY2001-FY2005 Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY2001 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan

outlines the PHA's efforts in meeting the needs of the low, very-low and extremely-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

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

Annual Plan Contents

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

- ? ? The Plan provides a comprehensive assessment of the Housing Needs within the community. At this time, it appears that the Authority is meeting the low-income housing needs, however, we will monitor the need through annual updates of this Plan.
- ? ? The Plan includes a summary of the Authority's planned financial resources and planned uses of those funds. This is presented in table form for electronic submission to HUD.
- ? ? The Authority's Capital Fund Annual Statement and Five-Year Action Plan are provided. The Authority has no plans at this time to apply for a HOPE VI revitalization grant.
- ? ? The Housing Authority is not currently considering any demolition or the development of replacement units.
- ? ? The Authority has no plans to designate any of their current public housing stock as elderly or disabled.
- ? ? The Authority does not have any developments that meet the requirements for a mandatory conversion assessment.
- ? ? The Authority is not currently participating in a homeownership program, nor is one intended in the next fiscal year. The Housing Authority will monitor interest in such a program and follow up as appropriate.
- ? ? The Authority does have a formal cooperation agreement with their local welfare office. All policies and procedures relative to Welfare Benefit Reductions are included in the ACOP.

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (WA003a01)
- FY 2002 Capital Fund Program Annual Statement (WA003b01)
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)
- PHA Management Organizational Chart (WA003c01)
- FY 2002 Capital Fund Program 5 Year Action Plan (WA003b01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (WA003d01)
- Housing Authority Pet Policy (WA003e01)

- Statement of Progress in Meeting the 5-Year Plan Mission and Goals (WA003f01)
- Rules and Procedures for Appointment of a Resident Commissioner (WA003g01)
- Resident Advisory Board Membership List (WA003h01)
- FY 2001 Capital Fund Performance and Evaluation Report (WA003i01)
- Voluntary Conversion Initial Assessments (WA003j01)

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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] LIPH ACOP	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the LIPH ACOP	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the LIPH ACOP	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the LIPH ACOP	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	proposal for development of public housing	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the

following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,082	5	4	4	3	3	3
Income >30% but <=50% of AMI	2,756	4	4	4	3	3	3
Income >50% but <80% of AMI	2,312	3	4	4	3	3	4
Elderly	1,268	4	3	4	4	3	4
Families with Disabilities	N/A	3	3	3	5	3	3
Black	413	4	3	3	3	3	3
White	7,584	4	3	3	3	3	3
Hispanic	362	4	3	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Kitsap County Real Estate Trends Report Spring 2001

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
--

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	606		220
Extremely low income <=30% AMI	541	89.3%	
Very low income (>30% but <=50% AMI)	57	9.4%	
Low income (>50% but <80% AMI)	8	1.3%	
Families with children	147	24.3%	
Elderly families	20	3.3%	
Families with Disabilities	12	11.8%	
White	392	64.7%	
Black	89	14.8%	
Alaska/American Native	36	5.9%	
Hispanic	33	5.4%	
Asian/Pacific Islander	56	9.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	286	47.2%	95
2 BR	53	8.7%	102
3 BR	224	37%	21
4 BR	43	7.1%	2
5 BR	N/A		
5+ BR	N/A		

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1360		135
Extremely low income <=30% AMI	1164	85.6%	
Very low income (>30% but <=50% AMI)	176	12.9%	
Low income (>50% but <80% AMI)	20	1.5%	
Families with children	693	51%	
Elderly families	9	.7%	
Families with Disabilities	33	2.4%	
White	910	66.9%	
Black	232	17.1%	
Alaska/American Native	58	4.3%	
Hispanic	63	4.6%	
Asian/Pacific Islander	97	7.1%	
Characteristics by Bedroom Size (Public Housing			

Housing Needs of Families on the Waiting List			
Only)			
1BR			
2 BR			
3 BR			
4 BR			
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

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

Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	1,545,000	
b) Public Housing Capital Fund	1,445,662	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,182,000	
f) Resident Opportunity and Self-Sufficiency Grants	37,000	Public Housing Supportive Services
g) New Approach Anti-Drug Program	110,000	Law Enforcement Services Contract
h) Individual Development Account	56,000	Public Housing Supportive Services
Other Federal Grants (list below)		
Contract Administration	45,915,000	Section 8 Operations
Project Based Section 8	260,000	Section 8 Operations
2. Prior Year Federal Grants (unobligated funds only) (list below)		
IDA	140,400	Individual Development Accounts

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
TBRA	24,000	Special Housing Needs
3. Public Housing Dwelling Rental Income	800,000	Public Housing Operations
4. Other income (list below)		
Investments	120,000	Public Housing Operations
Project Based Section 8 Tenant Fees	135,000	Section 8 Operations
Management Fees	2,750,000	Section 8 Operations
5. Non-federal sources (list below)		
Total resources	58,520,062	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]0100

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)
When the applicant reaches the top of the waiting list

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

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

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

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

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

(2)Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
Housing applications are available at other public organizations

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. 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)

- 1 - Working families and those unable to work because of age or disability
- 1 - Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- 1 - 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
- 1 - Victims of reprisals or hate crimes
- Other preference(s) (list below)
 1. 1 - Currently residing in emergency housing
 2. 1 - Singles preference
 3. 2- Graduates of transitional housing programs

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 1 - Working families and those unable to work because of age or disability
- 1 - Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- 1 - 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
- 1 - Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 1. 1 - Currently residing in emergency housing
 - 2. 1 - Singles preference
 - 3. 2- Graduates of transitional housing programs

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 re-examination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing development covered by the Deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2 (c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at § 903.2 (c)(1)(v)]
Tara Heights WA3-8	21	The average family income for this property is skewed because there are a few families with incomes significantly higher than the other residents. With the highest and lowest incomes removed the average falls within the acceptable income range.	

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

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (Other than date and time of application) (If no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

- 1 - Working families and those unable to work because of age or disability
- 1 - Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- 1 - 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
- 1 - Victims of reprisals or hate crimes
- Other preference(s) (list below)
1. 2 - Graduates of transitional housing programs
2. 1 - Singles preference
3. 1 - Currently residing in emergency housing

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

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 - Working families and those unable to work because of age or disability
- 1 - Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- 1 - 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
- 1 - Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 1. 2 - Graduates of transitional housing programs with supportive services
 - 2. 1 - Singles preference.
 - 3. 1 - Currently residing in emergency housing

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

1. Exclusion(s) will be applied to existing tenants;

2. The stipulated exclusion(s) will be considered temporary for the affected family member, and will be applicable until the next Annual Re-certification or Interim Re-certification;

3. Uncompensated costs incurred in order to go to work (such as special tools, equipment, or clothing, etc.) will be excluded from earned income, to a maximum of \$600.00/year.

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)
 - 1. Any changes in family composition
 - 2. Any decreases in income
 - 3. At the tenant's discretion

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (Select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (Select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (Select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)
BHA has approved a lower payment standard of 90% for areas of poverty concentration and increased minority populations
- 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 (WA003c01)
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	603 units	230
Section 8 Vouchers	943 families	120
Section 8 Certificates	Combined with Vouchers	
Section 8 Mod Rehab	33 units	33
Special Purpose Section 8 Certs/Vouchers	66 Families	12
a. Nimitz	25	3
b. KMH Project Based	10	3
c. FSS	25	16
Other Federal Programs(list individually)		
Section 8 Multi-Family	60	12
TBRA	50	12

C. Management and Maintenance Policies

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

Personnel	Description of in-house rules and regulations for personnel.
Procurement	Process for procurement procedures including rules for bid awards.
Capitalization	Generally, dwelling equipment, office machinery/equipment, auto equipment, and community space equipment shall be capitalized.
Cash Management and Investment	Policy addresses cash management of funds to assure the availability of cash for operational needs, preserve the value of cash resources, and earn the maximum return on funds available for a secure investment.

Sec. 8 Administrative Plan	Eligibility, selection and admissions policies.
Safety Policy	Addresses the rules and regulations concerning safety of residents.
Maintenance Policy	A comprehensive Maintenance Policy is essential to a well-integrated maintenance operation that is efficient and effective. A systematic preventative maintenance policy assists in keeping the HA's physical facilities in good condition, extending their useful life, and resulting in lower operating and maintenance costs. In addition, a well-maintained facility makes the units competitive of in the marketplace.

Insurance	Policy issues ensuring that the property and interests of the Housing Authority are properly protected.
Disposition of Property	Personal property that has become worn/damaged beyond repair, that is no longer useful for the original purpose, or that has no use at its present location or any other operating unit of the Authority.
Admissions & Continued Occupancy Policy	Eligibility, selection and admissions policies.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.79 (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 **WA003b01**

-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 **WA003b01**

-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	

<input type="checkbox"/> Total development
--

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

submitted or approved:

- 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

The Housing Authority has reviewed and considered all available data with regard to voluntary conversion and determined that it is not appropriate for this organization at this time.

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

If yes, what was the date that agreement was signed? 05/01/2000

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
School Break Programs	25-50	Open	Westpark Community Center	PHA Elementary Students
Caring Families – safe and healthy cooking lessons	3	Sign-up	Washington State University	PHA Residents
Computer Lab Classes	10-12	Sign-up	Westpark Community Center	PHA Residents have priority
Computer Lab – Open	10-12	First come, First served; then wait list	Westpark Community Center	PHA Residents have priority
Professional Clothes Closet	25	Open	KCFCU, BHA, Resident Council	PHA or Section 8
Experience Art – children ages 5 to 12 – introducing children to different forms of art	7-10	PHA Children w/in age range	Westpark Community Center	PHA Children
Friday Night at the “Y” – children ages 13 to 17	10-13	Must be w/in age range	YMCA	PHA Children
Fun Zone – children ages 5 to 12 – Friday evening	Avg of 20	No Allocation	Westpark Community Center	PHA Resident or Guest

program of fun, food and games				
Bremerton Police Explorers	4	Sign-up	Westpark Community Center	Open
Girl Scouts	10	None	Westpark Community Center	PHA residents
HTVN: Housing Television Network Programs	3-6 individuals	Assignment by interest or job relation	Bremerton Housing Authority	BHA employees, PHA residents, paying participants
Head Start Full Day Child Care	20	Space available/ waiting list	Head Start	PHA Residents
Homebuyer's Club	5	Open	Westpark Community Center	PHA & Section 8 Residents
Narcotics Anonymous	25	Referral	Narcotics Anonymous	Open
Non-Traditional Scouts – a division of Boy Scouts	10	None	Westpark Community Center	PHA Residents
Pea Patch – public garden plot	20	Open	Washington State University	PHA Residents
Resource Center	7	Open	Westpark Community Center	PHA Residents
Special Events – Winterfest, Pumpkin Fest	75 – 150	Open	Open	PHA Residents
Summer Programs – organized activities during July and August	Avg of 22	Open	Westpark Community Center	PHA Children
SMART Kids – after school program providing transportation, tutoring, snacks, games	30	By application, wait list when full	Westpark Community Center	PHA Children ages K – 5
Tenant Patrol	15	Open	Tenant Patrol Office	PHA Residents
Westpark/Tara Heights Resident Council	10 members	PHA Residents	Westpark Community Center	PHA Residents
YVC – encourages youth to volunteer in their community	Open	Application	Kitsap Community Resources	Open
Youth and Teen savings program	20	PHA residents	KCFCU, BHA	Open
Kitsap Community Federal Credit Union	500 trans/mo	Open	Kitsap Community Federal Credit Union	Open

AARP Tax Assistance Program	10 – 15	Open	Internal Revenue Service	Open
Science Club	15	Open	Westpark Community Center	Open
Tot Time	8	Open	Westpark Community Center	PHA Residents have priority
IDA – individual development accounts; Self Sufficient Savings Program	25	Meet minimum requirements	Westpark Community Center	Meet minimum requirements
FSS – Family Self Sufficiency	25 – 50	Meet minimum requirements	Westpark Community Center	Meet minimum requirements
Resident Advisory Board	10 members	PHA Residents	Westpark Community Center	PHA Residents
Kids Camp	10 – 15	Open	YWCA	PHA Residents have priority
Free Food Program	20 – 30	Open	Pastor Deborah Dinkins	Open to all
Music Fun/Dance	10 – 15	Open	Westpark Community Center	Open
Teen Basketball	15	Open	Westpark Community Center	PHA Residents
RASA – Residents Against Sexual Assault	25	Open	Westpark Community Center	PHA Residents
TASA – Teens Against Sexual Assault	8-12	12-18	Westpark Community Center	PHA Teens
TOPS – Take Off Pounds Sensibly	5	Open	Westpark Community Center	Open
Learning for Life – Online University classes for residents	20	Sign up	Computer Lab	PHA Residents
Sports Clinic	15	Open	Westpark Community Center	Open
Photography Program	10 – 15	Teens grades 6 – 12	Westpark Community Center	Open to youth w/in age range
Resident Mediation	10	Open	Westpark Community Center	PHA Residents
My Service Mind	15	Open	Mandy Ma	Open
Washington Cash	15 – 20	Open	Westpark Community Center	Open
Parent Educators “Bridges”	10	Open	Westpark Community Center	Open
Teen Council	10 – 15	Teens grades 6 – 12	Westpark Community Center	Open to youth w/in age range

Budget/Financial Management Training	15 – 20	Open	Westpark Community Center	Open
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(2) Family Self Sufficiency Programs

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 31/03/2002)
Public Housing	0	16
Section 8	25	15

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

If no, list steps the PHA will take below:

The FSS Specialist is sending letters and flyers to Public Housing and Section 8 participants explaining about the program. As responses come back, a list is being generated for follow-up phone calls. The next step is a one on one meeting at which time the FSS Program is explained in greater detail and a form is signed by the prospective head of household that is forwarded to the Housing Authority Programs Department. The final step will be an appointment to sign the Contract of Participation and develop a personalized plan.

C. Welfare Benefit Reductions

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below)
Westpark Public Housing Development

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
 - 1. Policies and procedures to ensure safe public housing developments
 - 2. Physical improvements to enhance security

2. Which developments are most affected? (List below)
Westpark

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)
 - 1. Participate in Housing Authority annual events
 - 2. Provide drug prevention programming thorough DARE presentations, bike rodeos, junior police academy and more as requested

2. Which developments are most affected? (List below).
Westpark Public Housing Development

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The Housing Authority of the City of Bremerton has a current pet policy that is being enforced. Please refer to attachment (WA003e01)

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)

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

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

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (WA003d01)
- Provided below:

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Kitsap County

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

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

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

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

D. Other Information Required by HUD

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

HOUSING AUTHORITY OF THE CITY OF BREMERTON

DECONCENTRATION POLICY

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

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

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

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

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

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

Deconcentration and Income-Mixing Goals

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

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

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

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

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

Increase of higher income families into lower income developments:

Westpark – increase of 10-30 families per year

Tara Heights – increase of 2-5 families per year

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

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

Westpark

Tara Heights

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

Project Designation Methodology

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

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

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

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

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

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

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

Breakdown Method

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

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

BHA Incentives for Higher Income Families

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

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

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

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

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

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

BHA provides a childcare facility and pre-school on site.

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

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

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

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

PHA Name: Housing Authority of the City of Bremerton	Grant Type and Number Capital Fund Program Grant No: WA19P003501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	39,565			
4	1410 Administration	102,581			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	57,540			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	133,556			
10	1460 Dwelling Structures	1,049,100			
11	1465.1 Dwelling Equipment—Non-expendable	0			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	23,400			
18	1499 Development Activities	0			
19	1501 Collaterization or Debt Service	0			
20	1502 Contingency	14,472			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,420,214			
22	Amount of line 21 Related to LBP Activities	1,103,000			

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

PHA Name: Housing Authority of the City of Bremerton	Grant Type and Number Capital Fund Program Grant No: WA19P003501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: Housing Authority of the City of Bremerton	Grant Type and Number Capital Fund Program Grant No: WA19P003501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1. PHA Wide Management	a. Training for Modernization staff to remain updated on rules and regulations	1408		3,000				

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

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Improvements	c. Coordination of resident activities		1	36,565				
				0				
	SUBTOTAL			39,565				
2. PHA Wide	a. Modernization staff wages	1410	3	71,227				
Administrative	b. Fringe benefits for Mod staff		3	26,354				
	c. Travel for training			5,000				
	SUBTOTAL			102,581				
3. PHA Wide Fees & Costs	a. Consultant for hazardous waste for LBP abatement	1430		30,500				
	b. Construction Manager		1	27,040				
	SUBTOTAL			57,540				
4. WA 3-1 Westpark	Landscaping, erosion control	1450		132,556				
	SUBTOTAL			132,556				
5. WA 3-8 Tara Heights	Landscaping, erosion control	1450		1,000				
	SUBTOTAL			1,000				

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

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
6. WA 3-1 Westpark	a. Abatement of hazardous waste materials in dwelling units	1460	39	74,100				
	b. Retrofit units to meet local building/safety codes, energy efficiency and replace deteriorating conditions of existing buildings		39	975,000				
	SUBTOTAL			1,049,100				
7. WA 3-1 Westpark	Relocate families to abate lead from units	1495 .1	39	23,400				
	SUBTOTAL			23,400				
8. Contingency	.8% of annual grant amount	1502		14,472				
	SUBTOTAL			14,472				
	GRAND TOTAL			1,420,214				

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

PHA Name:		Grant Type and Number: Capital Fund Program No: WA19P003501-02 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
WA 3-1 Westpark	3/31/04			3/31/05				
WA 3-8 Tara Heights	3/30/04			3/31/05				
PHA Wide								
Management Improvements	3/31/04			3/31/05				
Administrative	3/31/04			3/31/05				
Fees & Costs	3/31/04			3/31/05				

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

PHA Name: Housing Authority of the City of Bremerton		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY:	Work Statement for Year 3 FFY Grant: 2004 PHA FY:	Work Statement for Year 4 FFY Grant: 2005 PHA FY:	Work Statement for Year 5 FFY Grant: 2006 PHA FY:
WA 3-1 Westpark	Annual Statement	992,957	1,002,100	993,700	980,000
WA 3-8 Tara Heights		1,000	1,000	1,000	1,000
Physical Improvements Sub-Total		993,957	1,003,100	994,700	981,000
PHA Wide – 1408/1410/1430/1465.1/1475/1495.1/1502		220,399	211,256	219,656	233,365
CFP Funds Listed for 5-year planning		1,214,356	1,214,356	1,214,356	1,214,356
Replacement Housing Factor Funds		-0-	-0-	-0-	-0-

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

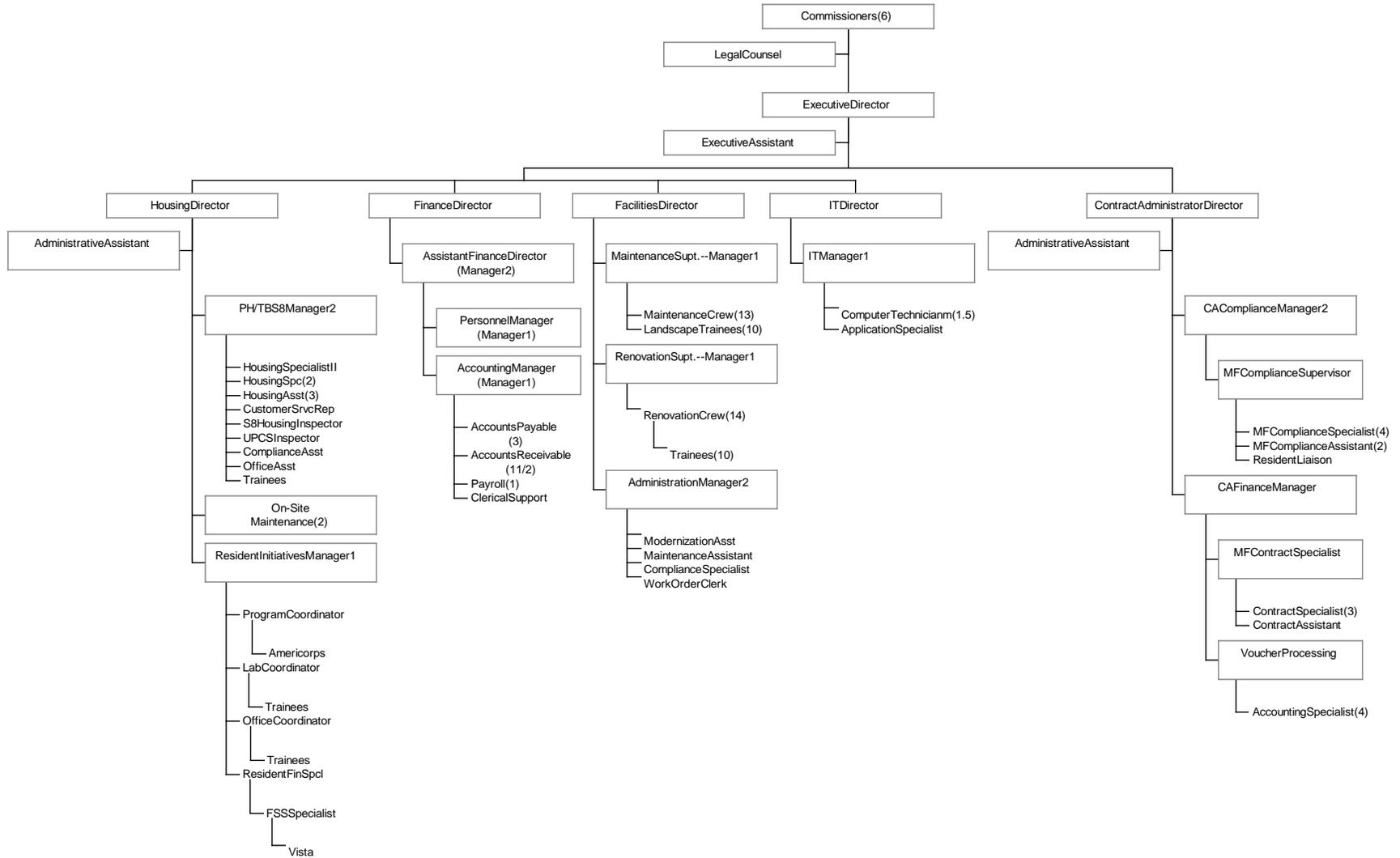
Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2003 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2004 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	WA 3-1 Westpark	Abatement	60,800	WA 3-1 Westpark	Abatement of hazardous waste materials in dwelling units	20,900
Annual Statement		Retrofit 32 units to meet building and safety codes	800,000		Retrofit 11 units to meet building and safety codes	275,000
					Upgrade windows and doors in 151 Phase 1 & 2 Renovated units	496,200
		Site Improvement & Erosion Control	132,157		Site Improvement & Erosion Control	210,000
		SUBTOTAL	992,957		SUBTOTAL	1,002,100
	WA 3-8 Tara Heights	Site Improvement & Erosion Control	1,000	WA 3-8 Tara Heights	Site Improvement & Erosion Control	1,000
		SUBTOTAL	1,000		SUBTOTAL	1,000
	HA Wide Management Improvements	Staff training	3,000	HA Wide Management Improvements	Staff training	3,000
		Coordination of resident activities	38,000		Coordination of resident activities	39,444
		SUBTOTAL	41,000		SUBTOTAL	42,444
	HA Wide Administrative & Other	Administrative wages & benefits, relocation, A&E contracts, contingency	179,399	HA Wide Administrative & Other	Administrative wages & benefits, relocation, A&E contracts, contingency	168,812
		SUBTOTAL	179,399		SUBTOTAL	168,812

Total CFP Estimated Cost	\$1,214,356			\$1,214,356
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Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2005 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
WA 3-1 Westpark	Upgrade windows and doors in 92 Phase 1 & 2 units	302,648	WA 3-1 Westpark	Replace 107 furnaces	373,555
	Replace 137 roofs	481,052		Replace 128 roofs	396,448
	Site improvement & erosion control	210,000		Site improvement & erosion control	210,000
	SUBTOTAL	993,700		SUBTOTAL	980,003
WA 3-8 Tara Heights	Site Improvements & Erosion Control	1,000	WA 3-8 Tara Heights	Site Improvements & Erosion Control	1,000
	SUBTOTAL	1,000		SUBTOTAL	1,000
HA Wide Management Improvements	Staff training	3,000	HA Wide Management Improvements	Staff training	3,000
	Coordination of resident activities	40,943		Coordination of resident activities	42,495
	SUBTOTAL	43,943		SUBTOTAL	45,495
HA Wide Administrative & Other	Administrative wages & benefits, relocation, A&E contracts, contingency	175,713	HA Wide Administrative & Other	Administrative wages & benefits, relocation, A&E contracts, contingency	187,860
	SUBTOTAL	175,713		SUBTOTAL	187,860
Total CFP Estimated Cost		\$1,214,356			\$1,214,356

Housing Authority of the City of Bremerton



Resident and Public Comments

Three public meetings were held to discuss the Public Housing Agency Annual Plan. The Plan was discussed at length, and the following questions were asked:

1. With regard to the possible redevelopment of the Westpark Public Housing Development, can residents choose not to accept a Section 8 voucher and instead remain in public housing?

At this time there are no definite plans for redevelopment. This question will have to be addressed at a later time.

2. Why aren't Phase 1 and Phase 2 of the Strategic Master Plan referenced anywhere in the Annual Agency Plan?

The Strategic Master Planning process was an exercise designed to gather information from the community about possible future redevelopment. At this time there have been no decisions made regarding the ideas proposed. The Annual Plan is a Public Housing Authority's opportunity to inform HUD that they plan to apply for HOPE XI funding that could be used for redevelopment. The Bremerton Housing Authority will not be applying for HOPE XI funding in the next year.

3. Are there, or will there be, any changes to the current pet policy?

No, there are no changes proposed for the next year.

4. Is there any demolition planned for the next year?

No, the Housing Authority has no plans for demolition next year.

5. Will the Housing Authority pay for relocation?

The only relocation planned for the next year will be as a part of the ongoing lead-based paint and asbestos renovation project. Relocation costs for this project are paid for by the Housing Authority. Relocation costs for possible future redevelopment will have to be address at that time.

There were no changes to the Annual Plan suggested and the Plan was accepted in its entirety as written.

Chapter 10
PET POLICY
[24 CFR 5.309]

INTRODUCTION

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

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

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

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

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

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

That there is a person with disabilities in the household;

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

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by BHA management.

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

Registration of Pets

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

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

Dogs and cats must be spayed or neutered.

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

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

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

Refusal To Register Pets

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

BHA will refuse to register a pet if:

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

Keeping the pet would violate any House Pet Rules;

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

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

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

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

B. STANDARDS FOR PETS

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

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

Persons With Disabilities

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

That there is a person with disabilities in the household;

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

That the animal actually assists the person with the disability.

Types of Pets Allowed

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

Housing Authority of the City of Bremerton
Admissions and Continued Occupancy Policy
Low Income Public Housing

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

1. Dogs

Maximum number: 1

Maximum adult weight: 25 pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

2. Cats

Maximum number: 2

Must be spayed or neutered

Must have all required inoculations

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

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

3. Birds

Maximum number: 2

Must be enclosed in a cage at all times

Large exotic birds may be denied

4. Fish

Maximum aquarium size 30 gallons

Must be maintained on an approved stand

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

Maximum number: 2

Must be enclosed in an acceptable cage at all times

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

6. Turtles

Maximum number: 2

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

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

C. PETS TEMPORARILY ON THE PREMISES

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

Residents are prohibited from feeding or harboring stray animals.

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

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

D. DESIGNATION OF PET/NO-PET AREAS

The following areas are designated no-pet areas,

With the exception of pets to assist persons with disabilities:

- BHA Administrative Offices
- BHA Community Center
- Play grounds
- Ball field
- Any Common area where children are at play

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

Tenants with animals must pay a pet deposit.

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

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

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

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

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

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

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

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

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

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

Fumigation of the dwelling unit, due to infestation;

Common areas of the project.

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

F. ALTERATIONS TO UNIT

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

G. PET WASTE REMOVAL CHARGE

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

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

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

The cost of repairs and replacements to the dwelling unit;

Excessive fumigation of the dwelling unit.

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

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

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

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

H. PET AREA RESTRICTIONS

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

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

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

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

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

I. NOISE

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

J. CLEANLINESS REQUIREMENTS

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

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

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

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

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

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

K. PET CARE

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

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

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

L. RESPONSIBLE PARTIES

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

M. INSPECTIONS

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

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

N. PET RULE VIOLATION NOTICE

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

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

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

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

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

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

O. NOTICE FOR PET REMOVAL

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

The Notice shall contain:

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

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

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

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

P. TERMINATION OF TENANCY

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

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

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

Q. PET REMOVAL

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

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

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

R. EMERGENCIES

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

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

Housing Authority of the City of Bremerton

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

I. Meeting the Housing Authority's Mission

The Housing Authority has continued to successfully meet its stated mission by:

1. Recognizing the residents as its ultimate customers;
2. Developing problem-solving partnerships with the private sector, HUD, local government and the community;
3. Improving management and service delivery efforts through resource management, risk assessment, and implementation by trained, diagnostic and results-oriented staff;
4. Implementing resident initiative programs offering opportunities such as skill and educational training, the possibility of home ownership and substance abuse programs;
5. Attempting to relieve the shortage of safe, decent and affordable housing available to low-income persons by undertaking a strategic master planning process to evaluate the needs and availability of appropriate housing throughout the service area
6. Demonstrating consistent improvement in quantifiable, industry accepted measures of performance such as PHAS and SEMAP scores.

II. Meeting the Housing Authority's Goals

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

PHA Goal: Expand the supply of assisted housing

Objective – Apply for additional rental vouchers

Strategy – To research and actively seek opportunities to increase the voucher allocation in our jurisdiction. The Housing Authority applied for and received additional voucher allocations under the Fair Share NOFA in 2001 and applied for another 60 (but not less than 24) new vouchers in March 2002.

Objective – Reduce public housing vacancies

Strategy – The Housing Programs department conducts criminal background checks on all applicants to low-income public housing. This assists in determining the suitability of a potential resident, thus increasing the likelihood of retaining quality residents by providing a safer living environment.

Objective – Acquire or build units of developments

Strategy – The Housing Authority has initiated a strategic master planning process to analyze the disposition of low-income housing throughout the service area and will consider all recommendations made as a result of this comprehensive process.

PHA Goal: Improve the quality of assisted housing

Objective – Improve public housing management (PHAS score)

Strategy – The Housing Authority has systematically addressed all areas where points have been previously deducted. The result has been a steady improvement in PHAS scores from 79.1 to 91.

Objective – Improve voucher management (SEMAP score)

Strategy – The Housing Programs received a score of 93 for SEMAP in 2001, and has implemented tracking methods and audit procedures to enable the Housing Authority to review information on a regular basis. Recapturing management of the FSS program will improve future SEMAP scores.

Objective – Increase customer satisfaction

Strategy – A Customer Service Representative position has been established to better serve walk-in clients to the reception area. An Office Assistant position provides back-up to the Customer Service Representative as well as answering all incoming phone calls to the main switchboard. This allows the Customer Service Representative to give their full attention to the client.

Objective – Concentrate on efforts to improve specific management functions

Strategy – Maintain an average lease-up rate of 98% - 103% in the Section 8 Housing Choice Voucher Program. Maintain 95% - 97% occupancy in project-based subsidized properties owned or managed by the Housing Authority. Keep the average number of days off-line for vacant unit turn below 20. Reduce collection losses in public housing by at least 5%.

Objective – Renovate or modernize public housing units as necessary

Strategy – The Housing Authority continues to abate hazardous materials and renovate 43 public housing units per year.

Objective – Provide replacement public housing, as necessary

Strategy – The Housing Authority is currently undertaking a strategic master planning process including a complete analysis of the feasibility of current renovation/modernization efforts in public housing and the effects/impacts of potential demolition or disposition of public housing determined to be obsolete.

PHA Goal: Increase assisted housing choices

Objective – Provide voucher mobility counseling

Strategy – The Housing Authority provides portability information to applicants/participants at every briefing, with many participants taking advantage of the portability option.

Objective – Conduct outreach efforts to potential voucher landlords

Strategy – The Housing Programs department is continuing to conduct frequent landlord seminars.

Objective – Develop and implement public or other homeownership programs

Strategy – Research for these programs has been completed and recommendations have been made to the Housing Programs department, including the expansion of homeownership opportunities under the IDA Program.

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

PHA Goal: Provide an improved living environment

Objective – Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments

Strategy – The Housing Authority does not have a disparity of income between development. However, the Housing Authority continues to market public housing as a reasonable alternative to market rate renting for all income groups.

Objective – Implement public housing security improvements

Strategy – The Housing Programs department conducts criminal background checks on all applicants to low-income public housing. This assists in determining the suitability of a potential resident, thus providing a safer living environment. In addition, recently awarded New Approach Anti-Drug Program (NAAD) grants provide on-site law enforcement and crime prevention through environmental design services. NAAD Program funds will also provide new, more secure, exterior door locks for all dwelling units.

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

PHA Goal: Promote self-sufficiency and asset development of assisted households, and partner with supportive service agencies to improve recipients' employability

Objective – Increase the number and percentage of employed households within BHA programs

Strategy – The Housing Authority offers several training programs specifically for residents of low-income public housing and section 8, currently providing job skills training to 7 residents. Other on-site training opportunities include summer youth training through WIA for up to 20 participants and VISTA. The Housing Authority continues to work with

Kitsap Community Resources' Community Jobs program to train additional residents.

Objective – Provide or partner with supportive service agencies to increase independence for elderly or families with disabilities

Strategy – Participate as a Task Force partner with other agencies aimed at providing a Continuum of Care concept for the elderly and/or disabled, and develop partnerships to share participant data and information.

HUD Strategic Goal: Ensure equal opportunity in housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objective – Undertake measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, marital status or disability

Strategy – A majority of staff members have been scheduled to attend Federal Fair Housing Requirements training to reinforce the importance of this issue.

RULES AND PROCEDURES FOR APPOINTMENT OF RESIDENT COMMISSIONER

1. The Resident Commissioner shall be a “directly assisted person,” as hereinafter defined, who is appointed by the Mayor of the City of Bremerton (“Mayor”).

2. Sixty (60) days prior to the end of a term of office held by a resident Commissioner or immediately upon a vacancy occurring in the position of Resident Commissioner, the “Resident Council” (“Council”) will be requested to provide to the Board of Commissioners the names of persons whom the Council believes are qualified to serve as the Resident Commissioner. The Board of Commissioners shall review the nominees of the Council and consider such other persons as the Board of Commissioners deems to be qualified. At least three (3) persons who are qualified to serve as Resident Commissioner shall be recommended to the Mayor for consideration in making the appointment. The approval of the Board of Commissioners will constitute a certification of the status of such nominees as qualified to serve as Resident Commissioner.

3. Upon the Mayor appointing a person nominated by the Board of Commissioners in accordance with the process described in paragraph 2, such person shall take office immediately upon appointment. If the Mayor does not find any of the nominated persons acceptable, he or she shall notify the Executive Director of the Housing Authority of the City of Bremerton of that fact and shall request three (3) additional names which will be provided to the Board of Commissioners at its next regularly scheduled meeting. If the Commissioners agree that the people nominated by the Resident Council are appropriate candidates for office, those names shall be forwarded to the Mayor. If the Mayor appoints a person who is nominated by the Board of Commissioners in accordance with this process, such person shall take office immediately upon appointment. If the Mayor finds none of the nominated persons acceptable, this procedure shall be repeated until an acceptable person is proposed to the Mayor and accepted.

4. The term of the Resident Commissioner shall extend to the last day of September of the second year following his or her appointment, excepting, however, that if the appointee is named to fill a vacancy caused by the resignation or disqualification of a person previously serving as Resident Commissioner, the term of such Resident Commissioner shall extend until the end of the vacant term. All persons shall be eligible for re-nomination and reappointment as Resident Commissioner.

5. A “directly assisted person” is defined as a resident of Kitsap County, Washington, who resided in housing provided by the Housing Authority of the City of Bremerton (“Authority”), or is the beneficiary of a housing subsidy under a program authorized by the U. S. Department of Housing and Urban Development, or is a participant in a home ownership program sponsored by the Authority to encourage and assist in the fee simple ownership of property by low income persons.

6. The Resident Commissioner will serve only so long as he or she is a “directly assisted person.” His or her term of office will end when he or she ceases being a “directly assisted person.”

7. In the event of a dispute regarding whether the Authority has properly terminated benefits to a person serving as Resident Commissioner, such person having thereby become disqualified to serve as a Resident Commissioner, and an appeal has been filed challenging the decision of the Authority, the term of such Resident Commissioner shall be extended until the exhaustion of all available appeal remedies. However, during such appeal period, the Authority of the Resident Commissioner to participate in decisions of the Board of Commissioners shall be suspended with regard to any issue which directly or indirectly affects the matter under appeal.

8. In the event a Resident Commissioner becomes ineligible to serve because of termination of his or her status as a “directly assisted person,” the termination of the Resident Commissioner shall be confirmed by a letter addressed to the Resident Commissioner signed by the chairperson of the Board of Commissioners. The termination of office of the Resident Commissioner shall be effective upon delivery of such notice, or two (2) days after a certified mailing of the notice is deposited in the United States mail, addressed to the Resident Commissioner at his or her last known address.

9. In the event of the termination of a Resident Commissioner’s term for any reason, the Resident Commissioner shall, in addition to all other appeal rights available to such person, have a right of appeal to the Board of Commissioners for a period of five (5) business days (Monday through Friday) following receipt of the notice of termination by filing a notice of appeal with the Executive Director of the Authority. If an appeal is filed, the Board of Commissioners shall schedule a full hearing to receive evidence and information on the appropriateness of the termination. The decision of the Board of Commissioners (excluding the Resident Commissioner) acting upon such appeal shall be final and conclusive upon all parties.

Current Resident Commissioner:

Noah Bennett

Term:

October 1, 2000 to September 30, 2002

Term Expires:

September 30, 2002

Nominations are being accepted for the Resident Commissioner position at this time by the Resident Council.

**Westpark, Tara Heights and Section 8
Resident Advisory Board**

Sharon Cromley, President
2040 Wheaton Way #202
Bremerton WA 98310
360-475-0270

Denise Brewer, Vice President
32 Galyan Drive #G
Bremerton WA 98312
360-509-2052 cell
drkdbrewer@hotmail.com

Rose Avelar, Alternate
15 McNeal Ave. #A
Bremerton, WA 98312
360-377-0348

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

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

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

Office of Public and Indian

Development Name/# HA-Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Description of Revision (1)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Management Improvements	a. Training for Mod/Maint staff to keep updated on rules and regulations.	1408		3,000	3,000.00	195.00	195.00	79,035 to 1460 Renovation
	b. Economic Development to train residents for employment.		8	88,150	9,115.00	9,124.44	9,124.44	
	c. Coordination of resident activities.		1	34,200	34,200.00	32,293.66	8,196.66	
	SUBTOTAL			125,350	46,315.00	41,613.10	17,516.10	
2. PHA Wide Administrative	a. Modernization staff wages.	1410	3	71,950	71,950.00	71,950.00	12,745.15	
	b. Fringe benefits for Mod staff.		3	25,200	25,200.00	1,480.27	1,480.27	
	c. Travel for training.			5,000	5,000.00	76.25	76.25	
	SUBTOTAL			102,150	102,150.00	73,506.52	14,301.67	
3. PHA Wide Fees & Costs	a. Consultant for hazardous waste for LBP abatement.	1430		28,500	28,500.00	655.00	655.00	10,000 to 1460 Renovation
	b. A&E Services for development and assistance of contracts.			10,000	0.00			
SUBTOTAL				38,500	28,500.00	655.00	655.00	
4. WA3-1 Westpark	Landscaping, erosion control	1450		172,000	82,589.00	23,017.01	23,017.01	89,411 to 1460 Renovation
	SUBTOTAL			172,000	82,589.00	23,017.01	23,017.01	
5. WA3-8 Tara Heights	Landscaping, erosion control	1450		5,000	500.00			4,500 to 1460 Renovation
	SUBTOTAL			5,000.00	500.00	0.00	0.00	

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

Signature of Executive Director and Date Merrill Wallace, PHM Date: 4/19/2002	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Annual Statement/Performance and Evaluation
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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

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

Development Name/# HA-Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Description of Revision (1)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
6.WA3-1 Westpark	Abatement of hazardous waste materials in dwelling units.	1460	43	83,500	95,362.00			11,862 from 1502 Contingency
6.WA3-1 Westpark	Retrofit units to meet local building/safety codes, energy efficiency and replace deteriorating conditions of existing buildings. (F)	1460	43	881,500	1,064,446.00	87,081.31	87,081.31	89,411 from 1450 Erosion Control 79,035 from 1408 Economic Development 4,500 from 1450 Tara Heights 10,000 from 1430 A&E Services
	SUBTOTAL			965,000	1,159,808.00	87,081.31	87,081.31	
7.WA3-1 Westpark	a. Relocate families to abate lead from units.	1495.1	43	25,800	25,800.00	1,558.86	1,558.86	
	SUBTOTAL			25,800	25,800.00	1,558.86	1,558.86	
8. Contingency	.6% of Annual Grant Amount			11,862	0.00			
	SUBTOTAL			0	0.00	0.00	0.00	
	GRAND TOTAL			1,445,662	1,445,662.00	227,431.80	144,129.95	

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

Signature of Executive Director and Date Merrill Wallace, PHM Date: 4/19/2002	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

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

Development Name/Number HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (1)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA3-1 Westpark	3/31/2003			3/31/2004			
WA3-8 Tara Heights	3/31/2003			3/31/2004			
PHAWide Management Improvements	3/31/2003			3/31/2004			
Administrative	3/31/2003			3/31/2004			
Fees & Costs	3/31/2003			3/31/2004			

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

Signature of Executive Director and Date Merrill Wallace, PHM Date: 4/19/2002	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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10. Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessment? 2
- b. How many of the PHA's development are not subject to the Required Initial Assessments based exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 0
- c. How many Assessments were conducted for the PHA's covered developments? 1
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
Westpark	582
Tara Heights	21

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

The Bremerton Housing Authority assessed the positive and negative impacts of voluntary conversion as part of a two-year strategic master planning process that lead to the development of a master plan for the disposition of public housing in the City of Bremerton.