

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHAName:** Housing Authority of Washington County, Oregon

**PHANumber:** OR022

**PHAFiscalYearBeginning:** 07/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**A.Mission**

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

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

**To provide affordable housing opportunities to help break the cycle of poverty and improve the quality of life in our community. Working in partnership with the private -sector, the Department of Housing Services combine traditional housing programs with the economic opportunity to encourage self -sufficiency, skill enhancement, and independence.**

**B.Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

- PHAGoal:Improvethethequalityofassistedhousing
  - Objectives:
    - Improvepublichousingmanagement:(PHASscore)
    - Improvevouchermanagement:(SEMAPscore)
    - Increasecustomersatisfaction:
    - Concentrateoneffortstoimprovespecificmanagementfunctions:  
(list;e.g.,publichousingfinance;voucherunitinspections)
    - Renovateormodernizepublichousingunits:
    - Demolishordisposeofobsoletepublichousing:
    - Providereplacementpublichousing:
    - Providereplacementvouchers:
    - Other:(listbelow)

- PHAGoal:Increaseassistedhousingchoices
  - Objectives:
    - Providevoucher mobilitycounseling:
    - Conductoutreacheffortstopotentialvoucherlandlords
    - Increasevoucherpaymentstandards
    - Implementvoucherhomeownershipprogram:
    - Implementpublichousingorotherhomeownershipprograms:
    - Implementpublichousing site -basedwaitinglists:
    - Convertpublichousingtovouchers:
    - Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

- PHAGoal:Provideanimprovedlivingenvironment
  - Objectives:
    - Implementmeasures todeconcentratepovertybybringinghigherincome  
publichousinghouseholdsin tolowerincomedevelopments:
    - Implementmeasures to promoteincomemixinginpublichousingby  
assuringaccessforlowerincomefamiliesinto higherincome  
developments:
    - Implementpublichousingsecurityimprovements:
    - Designateddevelopmentsorbuildingsforparticularres  
identgroups  
(elderly, personswithdisabilities)
    - Other:(listbelow): **[Ensuretheaccessibilityofpublichousingunitsin  
accordancewith504requirements.]**

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistancerecipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

**AnnualPHAPlan**  
**PHAFiscalYear 2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**  
 **SmallAgency(<250PublicHousingUnits)**  
 **AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan,includingattachments,andalistofsupporting documentsavailableforpublicinspection.

**TableofContents**

	<u>Page#</u>
<b>AnnualPlan</b>	
i. ExecutiveSummary	
ii. TableofContents	1
1. HousingNeeds	6
2. FinancialResources	11
3. PoliciesonEligibility,SelectionandAdmissions	13
4. RentDeterminationPolicies	22
5. OperationsandManagementPolicies	27
6. GrievanceProcedures	28
7. CapitalImprovementNeeds	29
8. DemolitionandDisposition	31
9. DesignationofHousing	32
10. ConversionsofPublic Housing	33
11. Homeownership	34
12. CommunityServicePrograms	36

13. CrimeandSafety	40
14. Pets	42
15. CivilRightsCertifications(includedwithPHAPlanCertifications)	42
16. Audit	43
17. AssetManagement	43
18. OtherInformation	44

### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement [**Attachment A**]
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Implementation of Public Housing Resident Community Service Requirements** [**Attachment C**]
- Pet Policy** [**Attachment D**]
- Annual Progress Statement** [**Attachment E**]
- Membership of the Resident Advisory Board** [**Attachment F**]
- Resident Membership of the PHA Governing Board** [**Attachment G**]
- Capital Fund Program Annual Report Performance and Evaluation Reports, FY 2001** [**Attachment H**]
- Capital Fund Program Annual Report Performance and Evaluation Reports, FY 2002** [**Attachment I**]

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan [**Attachment B**]
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - **Definitions of "Substantial Deviation from the 5 -Year Plan" and "Significant Amendment or Modification to the 5 -Year Plan and Annual Plan"** [**Attachment J**]
  - **Section 8 Homeownership Capacity Statement** [**Attachment K**]
  - **Follow-up Plan to Resident Satisfaction Subsystem (RASS)** [**Attachment L**]

### 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
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	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 result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Community Service Requirement Plan (required for PHAs operating public housing)	Annual Plan: Community Service & Self-Sufficiency
✓	Pet Policy(ies) (required for PHAs operating public housing)	Annual Plan: Pets
	Consortium Agreement (required if a Consortium is submitting a joint PHA plan)	5 Year and Annual Plans
	Documentation of reasoning with regard to voluntary conversion required initial assessments	Annual Plan: Conversions of Public Housing
✓	Income Analysis of Public Housing Covered Developments	Annual Plan: Eligibility, Selection, and Admissions Policies
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providethe estimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoidicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	8,104	5	5	3	4	4	4
Income>30%but <=50%ofAMI	9,674	5	4	2	3	3	3
Income>50%but <80%ofAMI	11,950	3	2	1	2	2	2
Elderly[0 –80%of AMI]	8,216	4	4	3	4	3	3
Familieswith Disabilities [Persons16+ <200%of Poverty]	9,194	5	4	3	5	3	4
Hispanic	5,233	4	4	4	3	4	4

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear: 2000-2005
- U.S.Censusdata;theComprehensiveHousingAffordabilityStrategy  
 (“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

## B. Housing Needsof FamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

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

Housing Needsof FamiliesontheWaitingList			
Waiting list type:(select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" 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	6,461		533
Extremely low income <= 30% AMI	5,496	85.06%	
Very low income (>30% but <= 50% AMI)	814	12.60%	
Low income (>50% but < 80% AMI)	119	1.84%	
Families with children	4,094	63.36%	
Elderly families	664	10.28%	
Families with Disabilities	1,427	22.09%	
White	5,679	87.90%	
Black	460	7.11%	
Hispanic	930	14.39%	
Native Am.	70	1.08%	
Asian/Pac. Islander	252	3.90%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1695	35.25	0
2BR	1927	40.07	25
3BR	956	19.88	40
4BR	200	4.16	7

Housing Needs of Families on the Waiting List			
5BR	23	0.48	0
5+BR	8	0.17	0
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 open 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 financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates 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 the 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): **[Received HUD award of 700 Section 8 Welfare -to- Work rental vouchers to assist TANF families moving from welfare to work.]**

**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 voucher 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 voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below) **[Provide Ranking preference to disabled homeless applicants and elderly/disabled families/individuals on a fixed income.]**

**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 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**

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	674,900	
b) Public Housing Capital Fund	770,115	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant -Based Assistance	16,268,872	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self - Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	602,330	Operations
<b>4. Other income (list below)</b>		
Other Public Housing revenue	11,146	Operations
Public Housing interest income	24,888	Operations
<b>5. Non -federal sources (list below)</b>	0	
<b>Total resources</b>	18,352,251	

### **3.PHAPoliciesGoverningEligibility,Selection,andAdmissions**

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

##### **(1)El igibility**

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit: [1]
- Whenfamiliesarewithinacertaintimeo fbeingofferedaunit:(statetime)
- Other:(describe)

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -related activity
- Rentalhistory
- Housekeeping
- Other(describe)

c.  Yes  No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBI or screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

##### **(2)WaitingListOrganization**

a. WhichmethodsdoesthePHAplantousestoorganizeit'spublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentsitemanagementoffice

Other(list below): [Applications are available on -line, at local community - based organizations, and by phone, but must be delivered to the main PHA office upon completion.]

c. If the PHA plan 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. Incometargeting:

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

b. Transfer policies:

In what circumstances will transfer 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)
  - **Family must have been in residence for 24 months.**
  - **Estimated cleaning and damage charges do not exceed security deposit.**
- 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 the preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - **Disabled homeless**
  - **Residing or participating in transitional housing or shelter home**
  - **Applicants whose primary residence is a dwelling unit shared with one or more families**
  - **Victims of domestic violence**
  - **Elderly/disabled families/individuals on a fixed income**

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- 1 Date and Time
- 2 [Applicant has both a Federal preference and a Ranking preference]

Former Federal preferences [Without a Ranking preference] :

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

Other preferences (select all that apply) [Without a Federal preference] :

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

- Applicants whose primary residence is a dwelling unit shared with one or more families
- Victims of domestic violence
- Elderly/disabled families/individuals on a fixed income

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

- At an annual reexamination and lease renewal
- Anytime 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 developments 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.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
Project 1 2	12	Scattered Sites	Applies to all listed developments: (D) Skipping a family on the waiting list to reach another family in an effort to further the goals of the PHA's deconcentration policy;
Project 1 4	10	Scattered Sites	
Project 1 6	22	Scattered Sites	
Project 1 8	22	Scattered Sites	
Project 25	10	Scattered Sites	
Project 26	16	Scattered Sites	
Project 31	22	Scattered Sites	
Project 40	6	Scattered Sites	

## **B. Section 8**

Exemptions: PHA 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): **[Last known address]**

### **(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): **[FmHA 515 (Elderly)]**

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): **[Applications are available on -line, at local community -based organizations, and by phone, but must be delivered to the main PHA office upon completion.]**

### **(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: **[Extensions granted for extenuating circumstances, the PHA is satisfied that the family has made reasonable effort to locate a unit, and the family was prevented from finding a unit due to a disability accessibility requirements or large size bedroom unit requirements .]**

### **(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, s kipto subcomponent

**(5) Special purpose section 8 assistance programs**

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) (list below)
  - **Disabled homeless**
  - **Residing or participating in transitional housing or shelter home**
  - **Applicants whose primary residence is a dwelling unit shared with one or more families**
  - **Victims of domestic violence**
  - **Elderly/disabled families/individuals on a fixed income**

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- 1 Date and Time
- 2 **[Applicant has both a Federal preference and a Ranking preference]**

Former Federal preferences **[Without a Ranking preference]** :

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

Other preferences (select all that apply) **[Without a Federal preference]**:

- 4 Working families and those unable to work because of age or disability  
Veterans and veterans' families  
Residents who live and/or work in your jurisdiction  
Those enrolled currently in educational, training, or upward mobility programs  
Household that contribute to meeting income goals (broad range of incomes)
- 4 Household that contribute to meeting income requirements (targeting)  
Those previously enrolled in educational, training, or upward mobility programs  
Victims of reprisals or hate crimes
- 4 Other preference(s) (list below)
  - **Disabled homeless**
  - **Residing or participating in transitional housing or shelter home**
  - **Applicants whose primary residence is a dwelling unit shared with one or more families**
  - **Victims of domestic violence**
  - **Elderly/disabled families/individuals on a fixed income**

4. Among applicants on the waiting list with the 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 plan 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 admission 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)

**[Through mailers to those on the PHA waiting list, contacting community organizations, and the Internet.]**

**4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

**A. Public Housing**

Exemptions: PHA 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---

- ThePHAemploysdiscretionarypoliciesfordeterminingincomebasedrent(If selected,continuetoquestionb.)

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

- Anytime the family experiences an income increase
  - Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
  - Other (list below)
- [Anytime the family experiences an income change, household composition change, or changes to their allowances. ]

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.)

- This 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 ePHA 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

- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

c.IfthepaymentstandardishigherthanFMR,whyhasthePHAchosenthislevel?  
(selectallthatapply)

- FMRsarenotadequatetoensureaccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- Reflectsmarketorsubmarket
- Toincreasehousingoptionsforfamilies
- Other(listbelow)

d.Howoftenarepaymentstandardsreevaluatedforadequacy?(selectone)

- Annually
- Other(listbelow): **[Ifitisdeterminedthatfamilies/individualscannotlease upbecausethestandardistoolow.]**

e.WhatfactorswillthePHAconsiderinitsassessmentoftheadequacyofitspayment standard?(selectallthatapply)

- Successratesofassistedfamilies
- Rentburdensofassistedfamilies
- Other(listbelow):
  - **Abilitytoleaseupwithin60days**
  - **ImpactonHadtoHouse(e.g.,largefamilies)**
  - **Impactonpeoplewithdisabilities**

**(2)MinimumRent**

a.WhatamountbestreflectsthePHA'sminimumrent?(selectone)

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

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

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover [Based on last FY]</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	0	
Other Federal Programs (list individually)	0	

### **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

publichousing,includingadescriptionofanymeasuresnecessaryfortheventionoreradicationof pestinfestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8 management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow)

## **6. PHA Grievance Procedures**

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6. Section8 -OnlyPHAsareexemptfromsub -component6A.

### **A. Public Housing**

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

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicants stop 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 24CFR982?

If yes, list addition to federal requirements below:

2. Which PHA offices 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**

[24CFR 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 -d Program may skip to component 7B. All other PHAs must complete 7A as instructed.

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name ) [Attachment B]

-or-

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

**B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 -financed 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 re placement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

### **8. Demolition and Disposition**

[24CFR Part 903.79(h)]

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

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

#### 2. Activity Description

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

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

<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24CFR Part 903.79(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 as 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: (DD/MM/YY)
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**

[24CFR Part 903.79(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 FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)

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

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

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

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

[24 CFR Part 903.79(k)]

**A. Public Housing**

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

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 for

plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicab leprogram/plan,unlesselectibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

Yes  No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skipto component12.If “No”,completetheActivityDescriptiontablebelow.)

<b>PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)</b>
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Planned application
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

## 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 24CFR 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**

[24CFR Part 903.79(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.

The PHA has not implemented a Community Service Requirement, pursuant to the Independent Agencies Appropriation Act, 2002. At Section 432, the Act provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement... relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI)." (Pub.L. 107 -73, sec. 432, 115 Stat. 651).

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/27/99

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 program 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)



the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

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

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

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

### **13.PHASafetyandCrimePreventionMeasure s**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandareshsubmittingaPHD EPPlanwiththisPHAPlanmayskiptosub componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residents fearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceived and/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalism andremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongo inganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

N/A

#### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1. ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake: (selectallthatapply)

- Contracting without side and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

N/A

### C. Coordination between PHA and the police

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

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

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

N/A

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

PHA eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

**Please refer to Attachment D for the PHA's complete Pet Policy.**

## **15. Civil Rights Certifications**

[24CFR Part 903.79 (o)]

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

## **16. Fiscal Audit**

[24CFR Part 903.79(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**

[24CFR Part 903.79(q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR 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 as Attachment (Filename)

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 there a 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 question as many times as necessary).

1. Consolidated Plan jurisdiction: Washington County, Oregon

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)  
**[The PHA's Public Housing and Section 8 programs both target families and individuals in income categories (i.e., up to 50% of MFI) designated as High Priorities by the Consolidated Plan. ]**
- Other: (list below)

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

- **To preserve and expand the supply of rental housing affordable to Section 8 program participants.**
- **To make HOME and other affordable housing resources available to the PHA for use in the development and finance of affordable housing for low -income families and individuals.**
- **To continue the joint development of the County's Consolidated and PHA plans by the Department of Housing Services.**

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

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



## Attachments

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

### Attachment A

#### **FY2003 Capital Fund Program Annual Statement**



**Attachment B**  
**FY2003 Capital Fund Program 5 Year Action Plan**



**Attachment C**  
**Implementation of Public Housing Resident Community Services Requirements**

The PHA has not implemented a Community Service Requirement, pursuant to the Independent Agencies Appropriation Act, 2002. At Section 432, the Act provides that: "None of the funds made available by this Act may be used to implement or enforce the requirement... relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI)." (Pub. L. 107-173, sec. 432, 115 Stat. 651).



**Attachment D**  
**Pet Policy**

The following is the Pet Policy for the Department of Housing Services.



Washington County Department of Housing Services

**Pet Policy**

as revised December 3, 2001

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Definitions ..... 2

    Service/Assistance Animals ..... 2

    Companion Animals ..... 2

    Pets ..... 2

    Dangerous or Exotic Animals ..... 3

Category I Pets ..... 3

Category II Pets ..... 4

Management Approval ..... 5

Pet Policy ..... 6

Application to Keep A Pet ..... 1

Responsible Party Certification ..... 3

The following is the Pet Policy for Public and Affordable Housing units owned and managed by the Washington County Department of Housing Services.

## **Introduction**

The Pet Rules and Policies for the Department of Housing Services (DHS) are developed in accordance with the HUD regulations published in the Federal Register on March 8, 1996, with an effective date of April 8, 1996, (24 CFR 942 "Consolidated Pet Ownership Requirements for the Elderly and Persons with Disabilities") and the HUD regulations published in the Federal Register on July 10, 2000, with an effective date of August 9, 2000, "Pet Ownership in Public Housing" (24 CFR 960). The Pet Rules and Policies have been developed for Public & Assisted Housing.

## **Definitions**

### **Service/Assistance Animals**

Animals that have been trained to assist persons with a specific disability and that do, in fact, assist the person with the disability. Service/assistance animals include animals trained to assist a physically impaired person with walking, hearing, balance, self-care, communication, transportation and similar things. A Seeing Eye dog or a dog trained to assist a hearing impaired person would be examples of service or assistance animals. Both Federal and Oregon state law prohibits discrimination against a person with a physical disability using a service or assistance animal. Service or assistance animals are considered auxiliary aids, and are not subject to additional requirements beyond those contained in the DHS Lease Agreement. Persons with disabilities may not be required to pay for costs associated with reasonable accommodations; therefore, DHS will not charge a pet deposit or any other associated fees for a service/assistance animal kept in a development or building owned and managed by DHS.

### **Companion Animals**

Animals that do not have specific disability-related training but are necessary in coping with a disability (for instance, if the animal provides emotional support to a person with disabilities). Requests to keep such an animal will be considered under the Department's standard Reasonable Accommodation procedure. DHS will not charge a pet deposit or any other associated fees for a companion animal kept in a development or building owned and managed by DHS.

### **Pets**

"Common household pets" as that phrase is commonly understood and as defined in these Pet Rules and Policies, other than Service/Assistance and Companion Animals, as defined above.

The pet rules are reasonably related to the legitimate interest of DHS in providing decent, safe and sanitary living environments for existing and prospective residents; protecting and preserving the physical condition of the project and the Department's financial interest in the project.

### Dangerous or Exotic Animals

Any animals, which are of a wild or predatory nature and which because of their size, vicious nature, or other characteristics, would constitute an unreasonable danger to human life or property. A dangerous or exotic animal shall include any of the following:

- (a) Any large felid from the genus Panthera, including: lion, tiger, leopard, snow leopard, puma, cougar, mountain lion, clouded leopard, and cheetah.
- (b) Any monkey, ape, gorilla, hybrid thereof, or other non-human primate.
- (c) Any bear.
- (d) Any venomous or poisonous animal(s) or insect(s).
- (e) Any reptile of the order Crocodylia (crocodiles, alligators, caimans) or any snake of the family Pythoridae or Boinae capable of obtaining eight feet or more in length.

Dangerous and/or exotic animals are not considered "common household pets" and are not permissible pets under this policy.

### Types of Pets

For the purpose of this policy, there are two categories of pets allowed:

**Category I:** Dog (a.) or Cat (b.)

**Category II:** Bird (c.), Fish (d.), Rodents (e.), and Reptiles/Insects (f)

Residents may not keep wild or feral animals, farm animals, primates, ferrets, pot-bellied pigs or animals used for breeding or to produce offspring for sale.

#### Category I Pets

1. Common household pets as outlined below will be permitted under the following guidelines (with the exception of service/assistance animals, as defined in ORS 346.690, or companion animals allowed as a Reasonable Accommodation related to a Resident's or prospective Resident's disability):

#### a. Dogs - Maximum number - one (1)

- Must not exceed adult weight of 25 lbs or adult shoulder height of 15"
- Must be housebroken within 8 weeks of approval or 6 months of age
- Must be spayed or neutered
- Must have any or all inoculations specified now or in the future by State law or local ordinance
- Must be licensed as specified now or in the future by State law or local ordinance
- Must wear a collar/tag with identification that allows the animal to be traced back to the Resident. Animal name only is not sufficient identification.

- Must not be kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surroundings.
- The following breeds or mixed breeds of dogs will be excluded from approval: German Shepherd, Rottweiler, Doberman Pinscher, Pit Bull or Bull Terrier, Chow & Spitz.

**b. Cats (Domestic Only) - Maximum number - one (1)**

- Must be spayed or neutered
- Must have any or all inoculations specified now or in the future by State law or local ordinance
- Must be trained to use a plastic litter box or other non-porous waste receptacle within 8 weeks of approval or 6 months of age
- Must be licensed as specified now or in the future by State law or local ordinance
- Must wear a collar/tag with identification that allows the animal to be traced back to the Resident. Animal name only is not sufficient identification.
- Must not be kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surroundings.

**Category II Pets**

**c. Birds - Maximum number - two (2)**

- Must be caged at all times

**d. Fish - Maximum number = one (1) aquarium**

- Maximum aquarium size - 20 gallons
- Must be kept on an approved stand

**e. Rodents (ONLY rabbit, guinea pig, hamster, gerbil, sugar glider, or hedgehog) - Maximum number - one (1)**

- Must be caged at all times
- Must have any or all inoculations specified now or in the future by State law or local ordinance

**f. Reptiles/Insects**

- Must be caged at all times
- Must have any or all inoculations specified now or in the future by State law or local ordinance
- Must not be dangerous, poisonous or otherwise deemed a threat to human life, safety, or welfare (such as scorpions, tarantulas, poisonous snakes, etc)
- Must not exceed maximum size specified for Category I pets

2. Only pets specified above may be kept by a Resident. No other pets will be considered common household pets without a modification of these rules by the Housing Authority. Residents may not own or keep wild or feral animals, farm animals, primates, ferrets, pot-bellied pigs or animals used for breeding or to produce offspring for sale.

3. Pet Combinations (maximum) a Resident may have:

- One "Category I" pet type (a, b) & One "Category II" pet type (c, d, e, f)  
Example: One dog & 2 birds

**(OR)**

- Two Category II pet types (c, d, e, f)  
Example: 2 birds & fish, or fish and 1 guinea pig

NO two Category II pet types can be the same. Example: A Resident may NOT have 2 rodents, or 2 aquariums, or 4 birds.

**Any service/assistance or companion animal allowed as a reasonable accommodation is not considered to be a pet.** Therefore, a resident with a service/assistance or companion animal may also be permitted to keep animals as described above in addition to his/her service/assistance or companion animal. For example, a resident with a service dog may also have a cat (Category I) and 1 rodent (Category II).

4. If an approved animal gives birth to a litter, the Resident shall remove all animals resulting from that birth within 8 weeks, leaving ONLY the originally approved animal in the household. The Resident must provide verification to the Property Manager that the originally approved animal has been spayed within 10 weeks of giving birth to a litter.
5. Failure to properly register and provide the specified proof of the proposed pet's acceptability prior to a pet being brought into the Resident's unit may result in the initiation of an action to require the Resident to remove the pet and/or to evict the Resident.

**Management Approval**

1. Prior to a pet being allowed to reside in a unit, the proposed pet owner must contact the Department of Housing Services (DHS) and request consideration to have a pet.
2. In addition, the Resident/Pet Owner must provide to the Housing Authority documented acceptability in accordance with the provisions outlined in "Standards" below.
3. Pets must be registered with DHS before the pet is brought onto the premises and the registration may be reviewed/updated by the Housing Authority on an as needed basis.
4. The DHS may give temporary approval for a pet to be on the premises prior to registration pending approval.
5. Registration includes:
  - a. A certificate (Category I pet only) signed by a licensed veterinarian or designated State or local authority, stating that:

1. The pet has received all inoculations required by State or local law.
  2. The animal is in good health. It has no communicable diseases or pests, and in the case of dogs and cats, is spayed or neutered. For dogs, verification of the current weight and expected adult weight and size must also be provided.
- b. Verification that the animal is licensed in accordance with applicable State and local laws and regulations.
  - c. A photo (Category I pet only) and sufficient information to identify the animal and demonstrate it is a common household pet.
  - d. Provision of the name, address, and phone number of one or more "Responsible Party(s)" to care for the pet if the owner dies, is incapacitated or unavailable to care for the pet
  - e. A Resident who cares for another Resident's pet must notify the Housing Authority in writing that they will be caring for the pet and are willing to abide by all the Pet Rules and Policies.
  - f. Execution of an Application to Keep a Pet stating that the Resident accepts complete responsibility for the care and cleaning of the pet and acknowledges the applicable rules. These requirements may not conflict with State or local law.
6. An animal's temperament may be considered as a factor in determining the prospective owner's ability to comply with the Pet Rules and Policies and other lease obligations. Dogs or cats having a history of, or exhibiting aggressive, intimidating, territorial or inappropriate behavior will not be approved.
  7. The Housing Authority shall refuse to register a pet if: The pet is not a common household pet identified more specifically in this policy; the Resident fails to provide complete pet registration information or fails to update the registration as requested by the Housing Authority; or, if the Housing Authority reasonably determines, based on the Resident's habits and practices, that the Resident will be unable to keep the pet in compliance with the Pet Rules and Policies and other lease obligations.

**PetPolicy**

The Department of Housing Services permits residents of Public and Affordable Housing to keep a maximum of one (1) small pet (cat, dog) with prior management approval, a signed pet policy, and the receipt of a pet deposit.

Residents of Public and Affordable Housing may keep a maximum of one (1)

Under the Department's pet policy, the Resident agrees to the following:

- 1) Only the pet described in the pet agreement will reside in the Resident's unit
- 2) The pet must be properly licensed and have shots required by statute or regulations at all times.
- 3) Pit Bulls/Bull Terriers, German Shepherds, Doberman Pinschers, Chow, Spitz or Rottweillers (purebred or mix) are not allowed (aid animals excluded).
- 4) The pet is not to be allowed out of the Resident's unit except when being carried by the Resident or on a leash under the Resident's control.
- 5) The pet is not to be chained or tied in any way to the exterior part of the building.
- 6) The pet will not be allowed to use any part of the property for depositing waste. Should this occur accidentally, the Resident will immediately pick up the waste.
- 7) The pet will not be allowed to make noise or engage in threatening conduct which might disturb other residents or neighbors.
- 8) The pet will be kept clean. Any pet waste that is accumulated in a tray inside the residence will be disposed of properly and promptly.
- 9) The Resident will immediately notify the Department of Housing Services of any personal injury or property damage caused by the pet.
- 10) Any damage attributed to the pet will be paid promptly by the Resident.
- 11) The maximum adult weight/size of the pet is 25 pounds, 15" shoulder height.
- 12) Any change of pet will require a new agreement.
- 13) Resident, or any guest or invitee, shall indemnify, defend and hold the Owner, Owner's agents, and employees, harmless from and against any actions, suits, claims, and demands (including legal fees, costs, and expenses) arising from damage or injury to any person or property of others by any pet owned, kept, housed, or maintained by Resident, his/her guest or invitee.
- 14) Before move-in of pet, resident shall provide the owner/agent (Department of Housing Services) with proof of a minimum of \$100,000 liability to cover any damage or injury caused by said pet. Said proof shall be the subject of reverification at any time a declaration page is reissued. The company or agent shall be instructed to notify the owner/agent directly of any lapse if that is possible.
- 15) A refundable deposit of \$200.00 for Public Housing Residents, and \$215.00 for Affordable Housing Residents, must be paid by the resident as an additional security deposit. This amount will be added to any security deposit and will secure all of

resident's obligations under the rental agreement, the pet agreement, and the landlord-resident law.

- 16) The pet agreement does not in any way alter the Department's right to pursue an eviction under the Landlord/Resident law.
- 17) By signing the Pet Agreement, the Resident agrees to keep stated insurance current and will provide a copy of the Declaration Page at each reissuance/re-exam.

**WashingtonCountyDepartmentofHousingServices  
PetPolicy**

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ApplicationtoKeepAPet

Resident(s)acknowledgetheyhavereadtheDepartmentofHousingServicesPetPolicy,andagreetoabidebythem.Resident(s)is  
(are)makingapplicationtotheDepartmentofHousingServicestoallowthepetdescribedbelowtolivein \_\_\_\_\_ thedwellingunitlocatedat:

**APPLICANT**

ResidentName \_\_\_\_\_

UnitAddress \_\_\_\_\_

PhoneNumber \_\_\_\_\_

MessagePhone \_\_\_\_\_

**DESCRIPTIONOFPET**

Pet'sName \_\_\_\_\_

Age \_\_\_\_\_

Type \_\_\_\_\_

Weight \_\_\_\_\_

Height \_\_\_\_\_

Color \_\_\_\_\_

SpecialMarks \_\_\_\_\_

PetLicenseNumber \_\_\_\_\_

DateExpires \_\_\_\_\_

Howlonghaveyouhadthispet? \_\_\_\_\_Years \_\_\_\_\_Months

**VETERINARIAN**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Hasyourpeteveractedaggressively,bittenorhurtanyone? Yes No

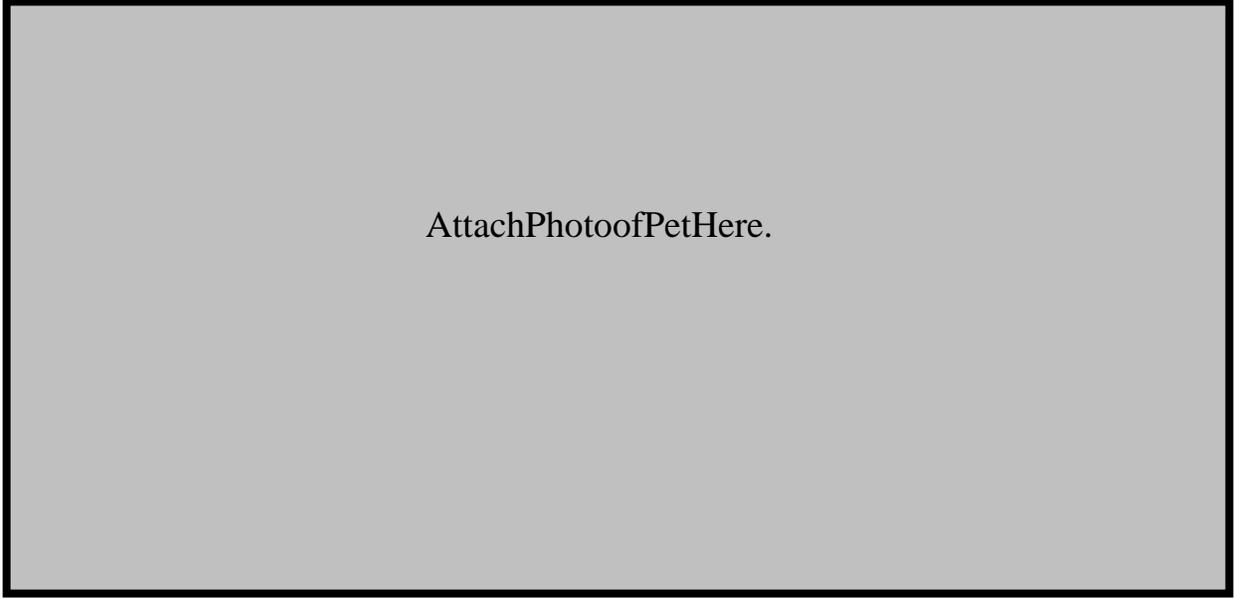
IfYES,pleasedescribe:  
\_\_\_\_\_  
\_\_\_\_\_

*Pleasecontinue =>*

**Ifyouareapplyingtoaddacator dog,pleaseattach:**

- Allrequireddocumentationfromyourveterinarianstatingyourpet'scurrentweightandheight;and
- **Asignedstatementfromyourveterinarianstatingyourpet'sexpectedadultweightandheight;and**
- **Certificationthatinoculationshavebeenreceivedby ourpetasrequiredbyStateorlocallaw;and**
- **APhotographofyourpet.**

**IFYOUAREAPPLYINGTOADDACATORDOG,PLEASEATTACHPHOTOHERE**



**Ifyoudonot  
haveaphotoof  
yourpet,please  
contactyour  
Property  
Manager.**

Bysigning  
below,I  
acknowledge that  
Ihavereadthe  
Departmentof  
HousingServices  
PetPolicyand  
agreetoabideby  
it.Ialso  
understandthatI  
willnotbe  
permittedtokeep

anypetuntilthisApplicationtoKeepaPetisapprovedbyWashingtonCountyDepartmentofHousingServices.

---

**ResidentSignature**

**Date**

WashingtonCountyDepartmentofHousingServices  
PetPolicy

---

ResponsiblePartyCertification  
**(PleasePrint)**

Bysigningthiscertification,theundersignedparty(ies)agreestotakeresponsibilityfortheanimaldescribedbelow.

ResidentName:

---

Address:

---

PhoneNumber:

MessageP hone:

---

AnimalType:

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Ifthehealthorsafetyoftheanimalisthreatenedbythedeath,incapacity,orotherfactorsthatrendertheResidentunableorunwilling tocarefortheanimal,thebelow -namedparty(s)agreestoremovetheanimalfromthepremises ,eithertemporarilyorpermanently.

IftheDepartmentofHousingServicesisunabletoeachtheResponsibleParty,itmaycontactanyauthorizedStateorlocalagencyto take custody of the animal, or may itself enter the unit without notice and remove the animal. The Housing Authority accepts no responsibilityforanimalsremoved.

**CertificationOfResponsibleParty**

Thepersonwhoisresponsibleforyourpetmustfillout thisportionofthe form.TheResponsiblePartymustbe *someoneother thanyou, andnota householdmember* .

**ToBeFilledOut&SignedByResponsiblePartyOnly**

Name

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Address

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RelationshiptoResident:

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DaytimePhone:

EveningPhone:

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IcertifyIwillassumetheresponsibilitiesdescribedaboveandwillrespondtotheDepartme ntofHousingServicesrequestforaction.

Signed:

Date:

*(ResponsiblePartySigns)*



**Attachment E**  
**Annual Progress Statement ( 2002)**

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

*The Housing Authority of Washington County expanded the supply of assisted housing by:*

- Maintaining an average lease -up rate for its Section 8 rental assistance program of over 99%.
- Leveraging private and public funds to create additional affordable housing opportunities by preserving and improving 96 additional units of affordable housing, bringing the total number of units owned and managed by the Housing Authority of Washington County to 521 .

The Housing Authority of Washington County has also improved the quality of assisted housing by:

- Continually evaluating and improving Public Housing and Voucher management practices.
- Publishing a participant newsletter periodically throughout the year to notify program participants of important program information, and other topics of interest.
- Increasing customer satisfaction by providing customers a comment card to share their feelings about their experience with the Housing Authority of Washington County.

The Housing Authority of Washington County has increased assisted housing choices by:

- Maintaining a database of available units from property owners who wish to work with the Section 8 Housing Choice Voucher Program. Lists of available units are published as information is updated, providing participants in search of housing with a continually fresh list to work from.
- Providing a map (in color) to all Housing Voucher Program Participants at their briefing showing areas of poverty deconcentration to allow Voucher participants to easier locate units in areas of low poverty concentration .
- Developing a database that pinpoints housing with features accessible to persons with disabilities in Washington County, and creating a special packet with detailed information about these dwellings, as well as neighborhood information, including public transportation schedules.
- Developing, and securing various financing for, an affordable housing project, still in the development stages, specifically to house low income persons in recovery from chemical dependency.

### **Goal: Improve community quality of life and economic vitality**

The Housing Authority of Washington County provides an improved living environment for its program participants by:

- Promoting income mixing in public housing by assuring access for lower income families into higher income developments.
- Continually improving the quality of its public housing and affordable housing stock through preventative maintenance inspections and rehabilitation when necessary.
- Ensuring the accessibility of public housing and affordable housing units by making at least 5% of its units accessible to wheelchair users.
- Securing a stipend -paid position through AmeriCorps to provide social service linkage to clients in need of services not within the scope of Departmental ability.

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

The Housing Authority of Washington County promotes the self -sufficiency of participating households by:

- Voluntarily expanding its Family Self -Sufficiency Program to include all participants from its Welfare to Work Housing Choice Voucher Program.
- Partnering with other agencies, such as the State of Oregon Adult and Family Services Division, to provide supportive services to participating households, including case management, supportive services, and/or employment services.

### **Goal: Ensure Equal Opportunity in Housing for all Americans**

The Housing Authority of Washington County is committed to providing access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. Furthermore, the Housing Authority of Washington County provides a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability. Finally, the Housing Authority of Washington County does its utmost to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.



**Attachment F**  
**Membership of the Resident Advisory Board**

Presently, the Housing Authority of Washington County considers all of its public housing residents and tenant-based section 8 recipients to be Resident Advisory Board (RAB) members.

As RAB members, beneficiaries of Washington County's public housing and section 8 programs:

- receive notices of public meetings and hearings specifically called to formulate or discuss the PHA plan;
- are notified of the availability of proposed plan documents; and
- are provided an opportunity to comment on the PHA plan and submit additional written comments to the housing authority

The housing authority considers all resident comments when drafting the final plan and also includes any comments provided by its residents when submitting its plan to HUD for approval.



**Attachment G**  
**Resident Membership of the PHA Governing Board**

<i>Name</i>	<i>Method of Selection</i>	<i>Term of Appointment</i>
<b>Carol Gakin</b>	Appointed by the Washington County Board of Commissioners (Housing Advisory Committee member)	5 years (expires 12/31/2006)



**Attachment H**  
**Capital Fund Program Annual Report Performance and Evaluation Reports,**  
**FY2001**



**Attachment I**  
**Capital Fund Program Annual Report Performance and Evaluation Reports,**  
**FY200 2**



**Attachment J**

**Definitions of “Substantial Deviation from the 5 -Year Plan” and “Significant Amendment or Modification to the 5 -Year Plan and Annual Plan”**

Any of the following actions will be considered a *Substantial Deviation from the 5 -Year Plan*:

- A change in the PHA’s approved mission statement; and
- A significant, non-emergency change in the PHA’s approved goals and objectives.

Any of the following actions will be considered a *Significant Amendment or Modification to the 5 -Year Plan and Annual Plan*:

- Change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5 -Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- Additions of new activities not included in the current PHDEP Plan; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.



**AttachmentK**  
**Section8HomeOwnershipCapacityStatement**

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ThePHAwilladministeraSection8HomeownershipprogrampursuanttoSection8(y) of theU.S.H.A.of1937,asimplementedby24CFRpart982.Theprogram willbe limitedtoamaximumof25participants inthefirstyear .Preferencewillbegivento Family Self-Sufficiency(FSS)participantsfromthePHA'sFSSProgram.Participants mustmeeteligibilitycriteriaforparticipationinitsSection8HomeOwnershipProgram setforthin24CFR903and982 andtheHousingAuthorityofWashingtonCounty's AdministrativePlan .

EligibleparticipantsintheSection8HomeOwnershipProgramwillbeexpectedtohave a downpaymentofnolessthan3%ofthepurchasepriceofthehome.Atleast1%ofthe fundsmustcomefromthehousehold'sownresources,suchassavings,gifts,etc.Ifthe householdhasanescrowaccountfromtheparticipationinthePHA'sFamily Self-Sufficiencyprogram,theescrowfundswillbeconsidered partofthehousehold'sown resources.

ThePHAwillrequirethatthefinancingforpurchaseofahomeundertheSection8 HomeOwnershipProgramwillbeprovided,insured,orguaranteedbythestateor Federalgovernment;complywithsecondarymortgageunderwritingrequirements ;or complywithgenerallyacceptedprivatesectorunderwritingstandards.



## **Attachment L**

### **Follow Up Plan to Resident Satisfaction Subsystem (RASS)**

As required by the 2001 Public Housing Assessment System (PHAS), the PHA includes this Follow-up Plan in its Annual Plan for any section of the Resident Survey that is marked REQUIRED.

The required sections are:

- Communication
- Safety

The Follow-up Plan is a supplement to the Annual Plan. It will be retained in the PHA office for three years and available for review by HUD auditors or representatives of a duly constituted resident organization.

### **Communication**

The PHA will make every effort to ensure that communication with its program participants and residents is professional, courteous, and informative. This may include:

- Professional communications and customer service training for individuals who speak to program participants and residents.
- Surveys of participants and residents to assure that their expectations of customer service, professionalism, and information are being met. This survey would be provided to residents and participants at their annual re-examination for eligibility and can be returned anonymously.
- Provision of a comment card for participant/resident to report their level of satisfaction with the PHA, PHA staff, and customer service received. The card will allow for anonymous reporting and will be made available in the PHA lobby, as well as by mail, and from the PHA website.

Additionally, the PHA will continue to make efforts to form resident organizations, including, but not limited to:

- Making announcements of resident meetings in the PHA's resident/participant newsletter.

- Continuing to offer residents and participants the opportunity to join an exclusive Resident Advisory Board.
- Supporting any efforts resident/participant groups make to form resident organizations by recognizing the organization(s), providing PHA staff to meet with the organization(s) when necessary, and providing any available assistance to the resident or organization(s) in their efforts.

Finally, the PHA will develop a format for providing information to its residents about maintenance and repair, such as the location of water shut-off valves, boiler shutdowns, etc. The PHA will also continue to notify its residents about modernization activities.

### **Safety**

Residents of the PHA's Public Housing program indicated that while they felt safe in their units and in their buildings, but they were not aware of any crime prevention programs available to residents (for example: Neighborhood Watch, Block Watch, Community Policing, Tenant Patrol, or Street Patrol). To correct this, the PHA will take steps to make residents and participants aware of crime prevention programs in their communities including, but not limited to:

- Providing features, articles, or ads in its resident/participant newsletter about crime prevention programs in their communities.
- Hosting participant/resident meetings with speakers from local law enforcement about starting crime prevention and neighborhood watch programs; these meetings may be held at the PHA office, or on site at PHA developments.
- Contacting local law enforcement agencies for information regarding their local programs and providing this information in mailers or newsletters sent to residents and participants.

Furthermore, the PHA will make every effort to take action when resident/participant surveys or comments indicate that an area of resident satisfaction is lacking. These items will be dealt with on a case by case basis, as they occur, to ensure that the PHA continues to meet its goal of providing quality customer service.