

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2004

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBEC OMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** Housing Authority of the County of Clallam

**PHANumber:** WA004

**PHAFiscalYearBeginning:(mm/yyyy)** 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 extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- It is the mission of the Housing Authority of the County of Clallam to promote adequate affordable housing; empower residents as well as staff to beself -sufficient through knowledge and economic opportunity; foster effective partnerships with other resource agencies and the communities we serve, in order to provide clean, sanitary, well maintained suitable living environments, free from drugs, criminal activity and discrimination.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 targetssuch as: numbers of families served or PHAS scores 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)
- PHA Goal: Improve the quality of assisted housing  
 Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- 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:
  - Implementmeasurestodeconcentratepovertybybringinghigherincome  
publichousinghouseholdsin tolowerincomedevelopments:
  - Implementmeasurestopromoteincomemixinginpublichousingby  
assuringaccessforlowerincomefamiliesinto higherincome  
developments:
  - Implementpublichousingsecurityimprovements:
  - Designateddevelopmentsorbuildingsforparticularresidentgroups  
(elderly, personswithdisabilities)ifneeded
  - Other:(listbelow)

**HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffamilies  
andin dividuals**

- PHAGoal:Promoteself -sufficiencyandassetdevelopmentofassisted  
households  
Objectives:
  - Increasethenumberandpercentageofemployedpersonsinassisted  
families:

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

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

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

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

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

- Develop a comprehensive Cluster Care residents services program for the HACC's senior/disabled complexes.
- Continue to increase participation in outlying areas of the County by increasing both awareness and accessibility.
- Designate "Non -Smoking" floors at each of the senior/disabled complexes.
- Continue to develop and implement resident education programs on safety and security.
- Expand Section 8 Homeownership Program by at least five additional families.
- Obtain funding for and implement Mutual Self -Help Housing Program.
- Continue to expand the circle of communication between the agency, private landlords, other resource agencies and the residents/staff/board.
- Increase MASS scoring in the area of turnover, reducing the average turnover time to 20 days.
- Ensure the preservation of existing affordable housing properties.
- Develop or contract a non -profit agency to access funding for education, advocacy and development not available to HACC.
- Research the feasibility of designating the Manor as disabled only property to meet the demand for housing for the disabled. Submit designation plan if suitable.

- Insurethepreservationofprivatelyownedaffordablehousingunitswithexpiring contracts.

**AnnualPHAPlan**  
**PHAFiscalYear2000**  
[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 ,includingattachmen ts,andalistofsupporting documentsavailableforpublicinspection .

**TableofContents**

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**AnnualPlan**

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- ii. TableofContents
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  - 4. RentDeterminationPolicies
  - 5. OperationsandManagementPolicies
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  - 7. CapitalImprovementNeeds
  - 8. DemolitionandDisposition
  - 9. DesignationofHousing
  - 10. ConversionsofPublicHousing
  - 11. Homeownership
  - 12. CommunityServicePrograms
  - 13. CrimeandSafety

- 14. Pets(InactiveforJanuary1 PHAs)
- 15. CivilRightsCertifications(includedwithPHAPlanCertifications)
- 16. Audit
- 17. AssetManagement
- 18. OtherInformation

**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 filename in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY2001 and 2002 Capital Fund Program Annual Statements
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- Attachment A –Capital Fund Tables WA004a006
- Attachment B –Follow -Up Plan for Resident Satisfaction WA004b006
- Attachment C –Status of Goal Achievement for FY2003 WA004c006
- Attachment D –Project -Based Voucher Statement 2004 WA004d006
- Attachment E –Organizational Chart WA004e006
- Attachment F –Section 8 Homeownership Policies WA004f006
- Attachment G –Community Service Policy WA004g006
- Attachment H –Deconcentration Plan WA004h006

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive 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
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI 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 home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)
	(list individually; use as many lines as necessary)	
	5 Year Plan page 4	
		form HUD 50075 (03/2003)

# 1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	1726	5	5	3	1	2	1
Income > 30% but ≤ 50% of AMI	1446	5	5	3	1	2	1
Income > 50% but < 80% of AMI	1240	5	5	3	1	2	1
Elderly	1779	5	4	3	3	1	1
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	176		35%
Extremely low income <= 30% AMI	126	71.6%	
Very low income (> 30% but <= 50% AMI)	36	20.5%	
Low income (> 50% but < 80% AMI)	14	7.9%	
Families with children	103	58.5%	
Elderly families	20	11.4%	
Families with Disabilities	53	30.1%	
White	148	84.1%	
Indian/Alaskan Nat.	20	11.4%	
Black	6	3.5%	
Asian/Pacific Islan.	1	.5%	
Mixed	1	.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	130		
2BR	32		
3BR	15		

Housing Needs of Families on the Waiting List			
4BR	1		
5BR	0		
5+BR	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 PHAPlan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	262		30%
Extremely low income <= 30% AMI	195	74.4%	
Very low income (> 30% but <= 50% AMI)	67	25.6%	
Low income (> 50% but < 80% AMI)	0	0	
Families with children	148	56.5	
Elderly families	21	8.0%	
Families with Disabilities	93	35.5%	
White	230	87.8%	
Indian/Alaskan Nat.	22	8.4%	
Black	6	2.3%	
Asian/Pacific Islan.	2	.75%	
Mixed	2	.75%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2BR	N/A		
3BR	N/A		
4BR	N/A		
5BR	N/A		
5+BR	N/A		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)?    2mo. Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" 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 of f-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 -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease -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 economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose 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)

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$419,355	
b) Public Housing Capital Fund	\$560,367	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,576,740	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
PHDEP2001		
Capital Fund 2001	\$0	
Capital Fund 2002	\$239,223	
<b>3. Public Housing Dwelling Rental Income</b>		
	\$507,990	
<b>4. Other income (list below)</b>		
<b>4. Non -federal sources (list below)</b>		
<b>Total resources</b>	<b>\$3,303,675</b>	

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

[24 CFR Part 903.79(c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number) 20
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping - Credit Check

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

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

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

## **(2) Waiting List Organization**

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

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

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

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

c. If the PHA 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. Income targeting:

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

b. Transfer policies:

In what circumstances will 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)
- Other: (list below) We maintain a transfer list and transfers are granted one out of every seven admissions.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- 2 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preference 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: Did the PHA's analysis of its family (general occupancy) development studies to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

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

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

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

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

d.  Yes  No: Do est 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) - List of previous landlords if requested in writing.

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(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 admission to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - 1 - Terminally Ill Applicants
  - 1 - Americorp Volunteers
  - 1 - Need to move from public housing units – no adequate units
  - 2 - Households living in an approved transitional housing program
  - 3 – Households with a disabled family member.

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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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.IfthePHAplanstoemploypreferencesfor“residentstwholiveand/orworkinthe jurisdiction”(selectone)

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

6.Relation ship of preference 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 program to the public?

- Through published notices
- Other (list below)  
Flyers to social service and advocacy agencies.

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

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

Exemptions: PHA that don't 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 measures 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 redetermination:

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)

- 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 PHA selected this standard? (select all that apply)

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.79(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</b>
Public Housing	263	35%
Section 8 Vouchers	399	30%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	Phasing out.	
Other Federal Programs (list individually)		

**C. Management and Maintenance Policies**

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

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

- Admissions and Occupancy Policy
- Personnel Policy and Union Contract

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Personnel Policy and Union Contract

**6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

**B. Section 8 Tenant -Based Assistance**

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

If yes, list additions 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 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 Plant 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) WA004a05

-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) WAV004a05

-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 Plans 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 replacement 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**

[24 CFR 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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:

1b. Development (project) number: WA004005 –Mt. Angeles View Manor
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (06/30/04)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 70
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" 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. Assessment 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 a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:

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

[24CFR Part 903.79(k)]

**A. Public Housing**

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

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

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description: See Attachment F – Section 8 Homeownership Policies

### 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:

See Attachment F – Section 8 Homeownership Policies

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

[24 CFR 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.

### 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 assigned? DD/MM/YY

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHAMain office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Financial Literacy</i>	<i>Unlimited</i>	<i>Upon Request</i>	<i>PHAMain Office</i>	<i>Both</i>
<i>Home Maintenance 101</i>	<i>Unlimited</i>	<i>Upon request</i>	<i>PHAMain Office</i>	<i>Both</i>
<i>Individual Development Accounts</i>	<i>Unlimited</i>	<i>Upon Request</i>	<i>PHAMain Office</i>	<i>Both</i>

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

**a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	10 - 4/1/03
Section 8	25	40 - 4/1/03

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

N/A

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

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

**13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti drug programs
- Other (describe below)

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

- Mt. Angeles View – Family Housing
- Mt. Angeles View Manor – Elderly/Disabled

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

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

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

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

- Mt. Angeles View – Family Housing
- Mt. Angeles View Manor – Elderly/Disabled

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

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

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

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

- Mt. Angeles View – Family Housing
- Mt. Angeles View Manor – Elderly/Disabled

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

PHA eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24CFR Part 903.7 9(n)]

**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**

[24 CFR Part 903.79(r)]

#### **A. Resident Advisory Board Recommendations**

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

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

- Attached as Attachment (Filename)
- Provided below:

The Resident Advisory Board requested that non-smoking floors be designated at all elderly/disabled buildings.

Safety and education about safety were the number one priority of both the resident councils and the Resident Advisory Board.

Once again, screening new tenants was a concern.

Residents expressed approval that the HAC has implemented a new staff position for Community Service Coordinator.

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:

Adding goal for non -smoking floors in the other two senior/disabled buildings.

Changed portions of the Capital Fund Plant to include items requested by residents.

Other:(list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub -component C.)

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

### **3. Description of Resident Election Process**

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

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

#### **b. Eligible candidates: (select one)**

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

#### **c. Eligible voters: (select all that apply)**

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

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

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

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

**CAPITAL FUND PROGRAM TABLES START HERE**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	10,000.00			
	Management Improvements Hard Costs	1,000.00			
4	1410 Administration	56,000.00			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	25,000.00			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	171,000.00			
10	1460 Dwelling Structures	245,600.00			
11	1465.1 Dwelling Equipment—Nonexpendable	9,100.00			
12	1470 Non Dwelling Structures	12,600.00			
13	1475 Non Dwelling Equipment	30,000.00			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	<b>560,300</b>			

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

PHAName:Housing Authority of Clallam County	Grant Type and Number Capital Fund Program Grant No: WA19P00450103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:      )  
  Performance and Evaluation Report for Period Ending:        
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	<b>560,300.00</b>			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	20,000.00			
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security --Hard Costs	16,000.00			
	Amount of line XX Related to Energy Conservation Measures	4,000.00			
	Collateralization Expenses or Debt Service				

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

PHAName:Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA-Wide	Software		1408		1,000.00				
HA-Wide	Resident Services Coordinator		1408		9,000.00				
HA-Wide	Training for CFPPersonnel		1408		1,000.00				
HA-Wide	Salaries Capital Planner		1410		56,000.00				
HA-Wide	A&E Services		1430		25,000.00				
HA-Wide Non - dwelling	Security, Electrical, Plumbing Office		1470		12,600.00				
Non-dwelling equipment	Computer/Maintenance equipment Lawn, Storage, Carpet Cleaner		1475		18,000.00				
WA4002	Sidewalks, Landscaping		1450		75,000.00				
WA4002	Replace Vinyl Siding		1460	2	12,000.00				
WA4002	Bath remodels, Floors		1460	7	33,000.00				
WA4003	Landscape, Sidewalks, waterline		1450	11	20,000.00				
WA4003	Replace Siding		1460	1	8,500.00				
WA4003	Replace Roofs		1460	2	8,000.00				
WA4003	Refrigerators		1465	4	1,500.00				
<b>Total this page</b>					<b>280,600</b>				

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

PHAName: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
WA4004	Parking, Sidewalks, Lawns	1450		55,000.00				
WA4004	Exterior Paint & Faucets	1460	6	24,000.00				
WA4004	Replace Floors	1460	2	6,000.00				
WA4004	Blinds	1465	4	1,000.00				
WA4004	Refrigerators	1465	4	1,500.00				
WA4005	Landscape, Fencing	1450	1	1,000.00				
WA4005	Replace Elevator Ram	1460	1	35,000.00				
WA4005	Kitchen Lights	1460	70	3,500.00				
WA4005	Community Kitchen, package lockers	1460	1	10,000.00				
WA4005	Refrigerators	1465	6	2,200.00				
WA4005	Security Equipment, Handdryer	1475	1	4,000.00				
WA4006	Re-pave parking	1450	1	10,000.00				
WA4006	Replace Elevator Power Equipment	1460	1	25,000.00				
WA4006	Exit lights, interior lighting, Kitchen fans	1460	40	5,400.00				
WA4006	Refrigerators	1465	4	1,400.00				
WA4006	Security equipment, Handdryer	1475	1	4,000.00				
<b>Total this Page</b>				<b>189,000</b>				



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

PHA Name: Housing Authority of Clallam County	<b>Grant Type and Number</b> Capital Fund Program No: WA19P0 0450103 Replacement Housing Factor No:	<b>Federal FY of Grant: 2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide 1408	12/31/04			6/30/05			
HA-Wide Admin.	12/31/04			6/30/05			
HA-Wide A&E	12/31/04			6/30/05			
HA-Wide Non-dwelling	12/31/04			6/30/05			
Non-dwelling equipment	12/31/04			6/30/05			
WA4002	12/31/04			6/30/05			
WA4003	12/31/04			6/30/05			
WA4004	12/31/04			6/30/05			
WA4005	12/31/04			6/30/05			
WA4006	12/31/04			6/30/05			
WA4007	12/31/04			6/30/05			

# Capital Fund Program Five - Year Action Plan

## Part I: Summary

PHAName:Housing Authority of Clallam County		<input type="checkbox"/> Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year1	Work Statement for Year2 FFY Grant: PHAFY:	Work Statement for Year3 FFY Grant: PHAFY:	Work Statement for Year4 FFY Grant: PHAFY:	Work Statement for Year5 FFY Grant: PHAFY:
	Annual Statement				
WA4002		118,800.00	88,000.00	50,000.00	59,000.00
WA4003		128,500.00	51,300.00	60,000.00	62,500.00
WA4004		61,500.00	71,000.00	104,000.00	88,000.00
WA4005		89,000.00	81,000.00	88,000.00	92,500.00
WA4006		25,500.00	125,000.00	67,500.00	87,500.00
WA4007		26,000.00	66,000.00	96,300.00	60,800.00
HA-Wide		45,000.00	15,000.00	27,000.00	34,000.00
HA-Management Administration		4,000.00	4,000.00	6,500	6,000.00
Fees & Costs		52,000.00	52,000.00	52,000.00	52,000.00
		10,000.00	7,000.00	9,000.00	18,000.00
<b>Total CFP Funds (Est.)</b>		<b>560,300</b>	<b>560,300</b>	<b>560,300</b>	<b>560,300</b>
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> ____ FFY Grant: 2004 PHAFY:			Activities for Year: <u>3</u> ____ FFY Grant: 2005 PHAFY:		
See	<b>WA4002</b>	Floors	17,000.00	<b>WA4002</b>	Landscaping, Driveways	25,000.00
Annual		Excavate crawlspaces	20,000.00		Remodel Bathrooms	10,000.00
Statement		Replace Utility doors	15,800.00		Unit phone/cable line	16,000.00
		Vinyl siding	12,000.00		Floors	12,000.00
		Remodel Bathrooms	10,000.00		Replace Soffits, Vents	25,000.00
		Blinds	9,000.00		Subtotal:	<b>88,000</b>
		Baseboard heaters, Kitchen circuit	18,000.00			
		Re-Plumb Utility room	17,000.00	<b>WA4003</b>	Landscaping Fence	10,000.00
		<b>Subtotal:</b>	<b>118,800</b>		Remodel kitchens/baths	41,300.00
						0
	<b>WA4003</b>	Blinds	5,000.00		<b>Subtotal:</b>	<b>51,300</b>
		Remodel Bathrooms	20,000.00			
		Vinyl Siding	20,000.00	<b>WA4004</b>	Landscaping Parking	23,000.00
		Baseboard heaters, electrical	30,000.00		Floors	18,000.00
		Unit phone/cable	12,000.00		Wallboard, Paint	30,000.00
		Replace Roofs	40,000.00			0
		Refrigerators	1,500.00		<b>Subtotal:</b>	<b>71,000.00</b>
		<b>Subtotal:</b>	<b>128,500</b>			
	<b>WA4004</b>	Insulate common walls	14,000.00	<b>WA4005</b>	Landscaping	15,000.00
		Flooring	16,000.00		Community room floor	10,000.00
		Refrigerators	1,500.00		Apartment floors	25,000.00
		Re-pave parking	30,000.00		Repair & Seal exterior	22,000.00
		<b>Subtotal:</b>	<b>61,500</b>		Paint exterior	9,000.00
					<b>Subtotal:</b>	<b>81,000</b>

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

Activities for Year 1	Activities for Year: <u> 2 </u> FFY Grant: 2004 PHAFY:			Activities for Year: <u> 3 </u> FFY Grant: 2005 PHAFY:		
	<b>WA4005</b>	Re-plumb Waterlines	40,000.00	<b>WA4006</b>	Landscaping	3,000.00
		Front & Rear Canopy	12,000.00		Community room floor	9,000.00
		Paint Apartments/Halls	15,000.00		Paint interior	6,000.00
		Replace Central HWT.	18,000.00		Seal, paint exterior	15,000.00
		Refrigerators	2,000.00		Kitchen cabinets	66,000.00
		Package Lockers/mail	2,000.00		Exit doors	3,000.00
		<b>Subtotal:</b>	<b>89,000</b>		Replace roof	23,000.00
					<b>Subtotal:</b>	<b>125,000</b>
	<b>WA4006</b>	Landscape	4,000.00			
		Bath Floors	5,000.00	<b>WA4007</b>	Landscaping	13,000.00
		Paint Apartments/halls	7,000.00		Re-pave parking	18,000.00
		Common area heat	8,000.00		Apt. Floors	24,000.00
		Package lockers/mail	1,500.00		Paint Apts.	4,000.00
		Replace Central HWT	0		Replace exit doors	7,000.00
		<b>SubTotal:</b>	<b>25,500</b>		<b>Subtotal:</b>	<b>66,000</b>
	<b>WA4007</b>	Landscape	4,000.00			
		Paint Apartments/halls	5,000.00			
		Carpet Apartments	5,000.00			
		Convert unit for access	12,000.00			
		<b>Subtotal:</b>	<b>26,000</b>			

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

Activitiesfor Year1	ActivitiesforYear:_ 2____ FFYGrant:2004 PHAFY:			ActivitiesforYear :3____ FFYGrant:2005 PHAFY:		
	HA-Wide	ComputerUpgrade	10,000.00	HA-Wide	Computerequipment	10,000.00
		MaintenanceVehicle	25,000.00		Maintenanceequipment	5,000.00
		LawnEquipment	10,000.00			0
		<b>HA-WideSubtotal:</b>	<b>45,000</b>		<b>HA-WideSubtotal:</b>	<b>15,000</b>
	HA-WideManagement	Training	1,000.00	HA-WideManagement	Training	1,000.00
		Software	3,000.00		Software	3,000.00
		<b>ManagementSubtotal:</b>	<b>4,000</b>		<b>ManagementSubtotal:</b>	<b>4,000</b>

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

Activitiesfor Year1	ActivitiesforYear: 4____ FFYGrant:2006 PHAFY:			ActivitiesforYear: 5____ FFYGrant:2007 PHAFY:		
	WA4002	Landscape,backdoor landings,aprons	30,000.00	WA4002	Landscape,aprons	19,000.00
		Floors	20,000.00		Bathrooms	6,000.00
		<b>Subtotal:</b>	<b>50,000</b>		VinylSiding/ Foundationrepair	20,000.00
					Floors	8,000.00
	WA4003	Landscapefencing	20,000.00		Kitchens	6,000.00
		Floors	15,000.00		<b>Subtotal:</b>	<b>59,000</b>
		Re-modelbaths	25,000.00			
		<b>Subtotal:</b>	<b>60,000</b>	WA4003	Landscape,Trees	15,000.00
					ExteriorPaint	6,000.00
	WA4004	Landscape,fencing	25,000.00		Porchroofs	20,000.00
		Coveredplayarea	37,000.00		Floors	8,000.00
		Coveredmailboxes	12,000.00		Kit/baths	10,000.00
		Floors	30,000.00		Blinds	3,500.00
		<b>Subtotal:</b>	<b>104,000</b>		<b>Subtotal:</b>	<b>62,500</b>
	WA4005	Landscape,stairtoalley	22,000.00	WA4004	Landscape/sidewalk	14,000.00
		CoveredPatio	27,000.00		Wallboard/paint	6,500.00
		Hallwaytile	30,000.00		Exteriorpaint/siding	14,500.00
		Upgradecardentry	4,000.00		Floors	18,000.00
		Securityequipment	5,000.00		Bath/kitchens	35,000.00
		<b>Subtotal:</b>	<b>88,000</b>		<b>Subtotal:</b>	<b>88,000</b>

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: PHAFY:			Activities for Year: <u>5</u> FFY Grant: PHAFY:		
	<b>WA4006</b>	Landscape parking sidewalks	25,000.00	WA4005	Landscaping	8,000.00
					Community room furniture	3,000.00
		Front & Rear Canopy	25,000.00		Waterlines	30,000.00
		Covered area for Tenants	8,000.00		Floors	12,000.00
		Card Entry upgrade	5,000.00		Security	14,500.00
		Security equipment	4,500.00		Firesprinkler upgrade	25,000.00
		<b>Subtotal:</b>	<b>67,500</b>		<b>Subtotal:</b>	<b>92,500</b>
	<b>WA4007</b>	Landscaping	6,000.00	WA4006	Landscape	7,000.00
		Apartment carpeting	25,000.00		Remodel elevator car	13,000.00
		Handicap upgrades	55,300.00		Pain halls/apartments	6,500.00
		Upgrade card entry	5,000.00		Kitchens	14,000.00
					Floors	15,000.00
		Security equipment	5,000.00		Firesprinkler upgrade	16,000.00
		<b>Subtotal:</b>	<b>96,300</b>		Security/Lighting	9,000.00
					Intercom system	7,000.00
					<b>Subtotal:</b>	<b>87,500</b>

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

Activities for Year 1	Activities for Year: <b>4</b> ____ FFY Grant: PHAFY:			Activities for Year: <b>5</b> ____ FFY Grant: PHAFY:		
	<b>HA-Wide</b>	Computer equipment	15,000.00	WA4007	Landscape	4,000.00
		Law equipment	12,000.00		Paint halls/apts.	8,000.00
		<b>Subtotal:</b>	<b>27,000</b>		Carpet apts.	5,800.00
					Refrigerators	4,500.00
					Ranges	4,000.00
					Firesprinkler upgrade	25,000.00
	<b>HA-Wide Management</b>	Training	1,000.00		Security/Lighting	9,500.00
		Software	5,500.00		<b>Subtotal:</b>	<b>60,800</b>
		<b>Subtotal:</b>	<b>6,500</b>			
				HA-Wide	Maintenance Equipment	19,000.00
					Computer Equipment	5,000.00
					Security/fire equipment	10,000.00
					<b>Subtotal:</b>	<b>34,000</b>
				HA-Wide Management	Training	2,000.00
					Software	4,000.00
					<b>Subtotal:</b>	
						<b>6,000</b>

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$2,000.00	\$0.00	\$0.00	\$0.00
	Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$56,036.70	\$0.00	\$56,036.70	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$25,000.00	\$0.00	\$10,000.00	\$7,751.02
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$127,367.00	\$0.00	\$127,367.00	\$0.00
10	1460 Dwelling Structures	\$337,963.30	\$0.00	\$99,458.70	\$55,140.33
11	1465.1 Dwelling Equipment — Nonexpendable	\$3,000.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$4,000.00	\$0.00	\$2,690.00	\$2,690.00
13	1475 Nondwelling Equipment	\$5,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00

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

PHAName: Housing Authority of Clallam County	Grant Type and Number Capital Fund Program Grant No: WA19P00450102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12-31-02  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of Annual Grant: (sum of lines.....)	<b>\$560,367.00</b>	\$0.00	\$295,552.40	\$65,581.35
	Amount of line XX Related to LBP Activities	\$8,000.00	\$0.00	\$0.00	\$0.00
	Amount of line XX Related to Section 504 compliance	\$15,000.00	\$0.00	\$0.00	\$0.00
	Amount of line XX Related to Security --Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of Line XX related to Security --Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of line XX Related to Energy Conservation Measures	\$27,000.00	\$0.00	\$0.00	\$0.00
	Collateralization Expenses or Debt Service				

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

PHAName: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P004501 -02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Work
HA-WIDE	Software & Training	1408		\$2,000.00	\$0.00	\$0.00	\$0.00	
HA-WIDE	Salaries Capital Planner	1410		\$56,036.70	\$0.00	\$56,036.70	\$0.00	
HA-WIDE	A&E Services	1430		\$25,000.00	\$0.00	\$10,000.00	\$7,751.02	
HA-WIDE	Community Room Carpeting	1470	1	\$4,000.00	\$0.00	\$2,690.00	\$2,690.00	
HA-WIDE	Lawn Equipment	1475		\$1,000.00	\$0.00	\$0.00	\$0.00	
HA-WIDE	Computer Equipment	1475		\$4,000.00	\$0.00	\$0.00	\$0.00	
WA4002	Replace Sidewalks	1450		\$60,367.00	\$0.00	\$60,367.00	\$0.00	Obligated: 09/30/02
WA4002	Replace Vinyl Siding	1460	2	\$9,000.00	\$0.00	\$0.00	\$0.00	
WA4002	Refrigerators	1465	10	\$3,000.00	\$0.00	\$0.00	\$0.00	
WA4002	Timers for Bath	1460	40	\$4,000.00	\$0.00	\$0.00	\$0.00	
WA4003	Replace Sidewalks, Landscape	1450		\$20,000.00	\$0.00	\$20,000.00	\$0.00	Obligated: 09/30/02
WA4003	Replace Water Main, Valve	1450	1	\$22,000.00	\$0.00	\$22,000.00	\$0.00	Obligated: 09/30/02
WA4003	Replace Vinyl Siding, Gutters	1460	2	\$8,000.00	\$0.00	\$0.00	\$0.00	
WA4004	Landscaping & Playground	1450	2	\$15,000.00	\$0.00	\$15,000.00	\$0.00	Obligated: 09/30/02
WA4004	Replace Furnaces & Ducting/Fan Timers	1460	30	\$98,500.00	\$0.00	\$80,782.00	\$39,790.03	
WA4004	Replace Floors	1460	4	\$23,963.30	\$0.00	\$7,769.75	\$7,769.75	
WA4004	Replace Toilets & Repair Flange	1460	30	\$10,500.00	\$0.00	\$0.00	\$0.00	
WA4005	Apartment Lighting	1460	70	\$24,000.00	\$0.00	\$10,906.95	\$7,580.55	
WA4006	Repave Parking West	1450	1	\$10,000.00	\$0.00	\$10,000.00	\$0.00	Obligated: 09/30/02
WA4006	Apartment Ventilation System	1460	40	\$25,000.00	\$0.00	\$0.00	\$0.00	

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

PHAName: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P004501 -02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Qty.	Total Estimated Cost		Total Actual Cost		Status of Work	
WA4007	Front & Rear Canopy	1460	2	\$18,000.00	\$0.00	\$0.00	\$0.00		
WA4007	Kitchens	1460	60	\$90,000.00	\$0.00	\$0.00	\$0.00		
WA4007	Replace Bathroom Floors	1460	60	\$27,000.00	\$0.00	\$0.00	\$0.00		

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHAName :Housing Authority of Clallam</b> <b>County</b>			<b>Grant Type and Number</b> Capital Fund Program No: WA19P004501 -02 Replacement Housing Factor No:				<b>Federal FY of Grant: 2002</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Administration	03/31/04			09/30/05			
HA-Wide Training	03/31/04			09/30/05			
HA-Wide Software	03/31/04			09/30/05			
HA-Wide Equipment	03/31/04			09/30/05			
HA-Wide Non -Dwelling	03/31/04			09/30/05			
HA-Wide Fees & Costs	03/31/04			09/30/05			
WA4002	03/31/04			09/30/05			
WA4003	03/31/04			09/30/05			
WA4004	03/31/04			09/30/05			
WA4005	03/31/04			09/30/05			
WA4006	03/31/04			09/30/05			
WA4007	03/31/04			09/30/05			

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHAName:Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450101 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b> (#24)
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	\$46,809.00	\$0.00	\$46,809.00	\$46,809.00
3	1408 Management Improvements Soft Costs	\$9,581.66	\$0.00	\$9,581.66	\$9,581.66
	Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$52,000.00	\$0.00	\$52,000.00	\$40,514.38
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$215,206.11	\$0.00	\$215,206.11	\$215,206.11
10	1460 Dwelling Structures	\$235,369.13	\$0.00	\$235,369.13	\$189,411.91
11	1465.1 Dwelling Equipment — Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$13,112.10	\$0.00	\$13,112.10	\$13,112.10
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>

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

PHAName:Housing Authority of Clallam County	Grant Type and Number Capital Fund Program Grant No: WA19P00450101 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b> (#24)
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Original Annual Statement   
 Reserve for Disasters/Emergencies   
 Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/02   
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 2 -20)</b>	<b>\$587,078.00</b>	\$0.00	<b>\$587,078.00</b>	<b>\$529,635.16</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security --Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security --Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of Line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHAName: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA-Wide	Computer Conversion - Training - Software	1408		\$9,581.66	\$0.00	\$9,581.66	\$9,581.66	Contract 09/30/01 Complete: 12/31/02	
HA-Wide	Salaries Capital Coordinator	1410		\$52,000.00	\$0.00	\$52,000.00	\$40,514.38	Obligated: 09/30/02	
HA-Wide	A&E Services	1430		\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	Completed: 09/30/02	
HA-Wide	Maintenance shop door opener	1475	1	\$405.02	\$0.00	\$405.02	\$405.02	Contract: 09/30/01 Complete: 03/11/02	
HA-Wide	Computer Conversion ****	1475	10	\$12,707.08	\$0.00	\$12,707.08	\$12,707.08	Completed: 03/11/02	
WA4002	Repair & Replace sidewalks/roadways	1450		\$89,442.00	\$0.00	\$89,442.00	\$89,442.00	Obligated: 09/30/02 Completed: 12/31/02	
WA4002	Install new floors	1460	2	\$23,831.35	\$0.00	\$23,831.35	\$23,831.35	Obligated: 09/30/02 Completed: 12/31/02	
WA4002	Install lighting and fire block duplexes	1460	40	\$6,162.54	\$0.00	\$6,162.54	\$6,162.54	Completed: 12/31/02	
WA4003	Upgrade playground, landscaping & Repair or replace sidewalks	1450		\$25,470.54	\$0.00	\$25,470.54	\$25,470.54	Obligated: 09/30/02 Completed: 12/30/02	
WA4003	Fire Proof Attics	1460	30	\$9,231.12	\$0.00	\$9,231.12	\$9,231.12	Obligated: 09/30/02 Completed: 12/31/02	
WA4004	Install new water mains (Phase I)	1450	1	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00	Obligated: 09/30/02 Completed: 12/31/02	
WA4004	Replace sidewalks/aprons	1450		\$5,831.43	\$0.00	\$5,831.43	\$5,831.43	Obligated: 09/30/02 Completed: 12/31/02	
WA4004	Replace Furnace room doors	1460	16	\$5,146.00	\$0.00	\$5,146.00	\$5,146.00	Obligated: 12/31/01 Completed: 06/30/02	
WA4004	Replace Floors	1460	2	\$4,128.05	0.00	\$4,128.05	\$4,128.05	Obligated: 09/30/02	

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

PHAName: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
								Completed: 12/31/02	
WA4004	Replace bedroom lights	1460	20	\$4,955.00	\$0.00	\$4,955.00	\$4,783.00	Obligated: 09/30/02 Completed	
WA4004	Install Clean Outs for tubs	1460	15	\$0.00	\$0.00	\$0.00	\$0.00	Obligated: cancelled Completed:	
WA4005	Improved drainage	1450		\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	Contract: 09/30/02 Completed: 12/31/02	
WA4005	Re-pave parking, repairs sidewalks	1450	1	\$39,462.14	\$0.00	\$39,462.14	\$39,462.14	Contract: 09/30/02 Completed: 12/31/02	
WA4005	Install card Entry Front	1460	2	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	Obligated: 03/29/02 Completed: 06/30/02	
WA4005	Re-key Apartments	1460	70	\$4,200.00	\$0.00	\$4,200.00	\$0.00	<b>Obligated:</b> <b>12/31/02</b> Completed:	
WA4006	Elevator Repairs -Phase II	1460	1	\$2,350.00	\$0.00	\$2,350.00	\$2,350.00	Obligated: 09/30/02 Completed: 12/31/02	
WA4006	Install Bath Fans	1460	40	\$1,715.18	\$0.00	\$1,715.18	\$1,715.18	Obligated: 09/30/02 Completed: 12/31/02	
WA4006	Install card Entry	1460	40	\$6,896.83	\$0.00	\$6,896.83	\$6,896.83	Obligated: 09/30/02 Completed: 12/31/02	
WA4006	Add exterior lighting	1460		\$525.00	\$0.00	\$525.00	\$525.00	<b>Obligated:</b> <b>9/30/02</b> Completed: 12/31/02	

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

PHAName: Housing Authority of Clallam County		Grant Type and Number Capital Fund Program Grant No: WA19P00450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
WA4006	Install tub surrounds and upgrade plumbing	1460	40	\$77,102.55	\$0.00	\$77,102.55	\$77,102.55	Contract 12/30/01 Completed:	
WA4006	Re-Key apartments	1460	40	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	Contract: 12/31/01 Completed:	
WA4006	Insulate Attic - <u>Weatherization</u>	1460		\$0.00	\$0.00	\$0.00	\$0.00	Completed: 12/30/02	
WA4007	Sprinkler System upgrade	1460		\$1,598.24	\$0.00	\$1,598.24	\$1,598.24	Contract: 09/30/02 Completed: 12/31/02	
WA4007	Upgrade Elevator	1460	1	\$53,774.67	\$0.00	\$53,774.67	\$53,774.67	Contracted: 09/30/02 Complete: 12/31/02	
WA4007	Repair Balconies	1460	40	\$24,752.60	\$0.00	\$24,752.60	\$18,612.60	Contract: 09/30/02	
WA4007	Paint Interiors	1460	7	\$0.00	\$0.00	\$0.00	\$0.00	Maintenance	

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

PHAName:Housing Authority of Clallam County		Grant Type and Number Capital Fund Program No: WA19P00450101 Replacement Housing Factor No:				Federal FY of Grant :2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide(2)	12/31/02		09/30/02	06/30/04			
HA-Wide(3)	12/31/02		09/30/01	06/30/04			
HA-Wide Non -dwelling	12/31/02		09/30/01				
WA4002	12/31/02		09/30/02	06/30/04		12/31/02	
WA4003	12/31/02		09/30/02	06/30/04		12/31/02	
WA4004	12/31/02		09/30/02	06/30/04			
WA4005	12/31/02		12/31/02	06/30/04			
WA4006	12/31/02		12/31/02	06/30/04			
WA4007	12/31/02		09/30/02	06/30/04			



## **Attachment B: Follow-Up Plan – Resident Satisfaction**

The Resident Satisfaction Survey results require a follow-up plan in the area of “Safety”. In reviewing the safety results, we note the following:

- The overall Safety satisfaction score increased by 2% since last year.
- Three out of four sites have below average Safety satisfaction scores: Mt. Angeles View (our family development, Mt. Angeles View Terrace and Mt. Angeles View Manor). The fourth site, Mt. Angeles View Villa, reflects an above average score for Safety.
- Again this year, the in reviewing the areas that were of the highest concern, the agency noted that Residents who were surveyed did not express knowledge of Community or Neighborhood Watch programs (scored a 25.3%).

In response to this concern, the Housing Authority has contacted the Port Angeles Police Department to ask for technical assistance. Tom Riepe, the Police Chief, serves on the Housing Authority’s Board of Commissioners and has been instrumental in coordinating this effort. Educational/informational meetings have been scheduled for each site to inform residents about the availability of Neighborhood Watch programs in our areas and to provide hands-on assistance in developing site-based programs. The following is the meeting schedule:

Mt. Angeles View Family Housing – May 7, 2002 @ 6:00 p.m.

Mt. Angeles View Manor – June 17, 2002 @ 7:00 p.m.

Mt. Angeles View Villa – July 9, 2002 @ 2:00 p.m.

Mt. Angeles View Terrace – August 13, 2002 @ 3:00 p.m.

After the meetings are held, the Housing Authority will circulate flyersto all residents providing a summary of the meeting and the proposed plan of action for each Resident Council.

The second concern was over Resident Screening. Addressing this issue is challenging. HACC already does extensive criminal background checks through the FBI, checks the registered sex offenders list, complete credit checks, require three years of adequate landlord references (or in the absence of landlord references, a co-signer) and conducts in-person interviews of each applicant. Unfortunately, in housing a large number of households in crisis, we do get less than acceptable residents sometimes. We will continue to do extensive screening and increase our lease enforcement effort to reduce the impact that unacceptable residents have on their neighbors.

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

**Attachment C:  
STATUS OF GOALS FROM FY 2003 ANNUAL PLAN**

The current status of goals set in the FY 2003 Annual Plan is:

- **Research the possibilities of creating a partnership with other agencies to develop the Mt. Angeles View Manor into a partial assisted living center.** *HACC has done preliminary research on this issue and has determined that developing a "Cluster Care" model of services for all of the senior/disabled buildings is a more practical and affordable choice. Staff has been hired to develop and implement this program. Research 100% complete.*
- **Continue to expand the circle of communication between the agency, private landlords, other resource agencies and residents and between the staff, the director and the Board.** *The HACC is a member of the Olympic Peninsula Rental Owners' Association, the local Chamber of Commerce, and the North Olympic Regional Housing Network. HACC participates in the Shelter Providers Network and the local Self-Determination group for the developmentally disabled. Staff regularly speak at City Council Meetings in Forks, Sequim and Port Angeles. We continue to work closely with the local DSHS office, Peninsula Community Mental Health, West End Outreach, the local community action agency and two adjoining housing authorities. We participate in the annual update of the Continuum of Care for the Homeless Plan, and regularly attend Resident Council Meetings and, quarterly Resident Advisory Board meetings. 100% complete for this year but will continue to be a goal each year.*
- **Continue to streamline the maintenance operation in an effort to enhance and improve its stock as well as decreasing administrative costs. Increase MASS scoring in the area of turnover, reducing the average turnover time to 25 days.** *Average unit turnover for MASS for FY 2003 was 25.01 days. We met our goal of 25 days. 100% complete.*
- **Develop Emergency Plans and Procedures for both the agency and the residents, including implementing a Resident Safety Program.** *The HACC has completed an Emergency Response Manual for staff and has completed Red Cross Emergency Preparedness training. In addition, a Resident Safety Committee has been formed to regularly address residents safety issues. In addition, the HACC held educational meetings on Fire Safety for the residents of each of four senior buildings. 100% complete.*
- **Increase participation of outlying areas of the County by increasing both awareness and accessibility.** *Extensive outreach has been completed this year, especially in Forks. HACC will continue to conduct outreach to underserved areas on a regular basis. In addition, HACC staff was able to get the local newspaper of general circulation to print articles on our programs and to list our classes or events in the community events section of the paper. These programs and events were*

*expanded this year to include classes on two of the Indian Reservations this year.  
100% complete -ongoing each year.*

- **Implement Section 8 Homeownership Program.** *We finalized our policies for this program this year and have worked with potential Section 8 participants to prepare them to participate. We have five Section 8 participants that will close on homes utilizing the program before the end of the fiscal year. 100% Complete –ongoing.*
- **Insure the preservation of privately owned affordable housing units with expiring contracts by researching the possibility of acquisition and/or rehabilitation of Wildwood Terrace and Oxbow Apartments.** *Extensive research has been completed on the possibility of acquiring the Oxbow Apartments and we believe that an offer will be made on this property in the next fiscal year. Only preliminary research has been completed on the Wildwood Terrace property and more work is to be done. 50% complete.*
- **Research the feasibility of designating a floor of Mt. Angeles View Manor, Mt. Angeles View Terrace and Mt. Angeles View Villa as “Non-Smoking” floors. Compliance would be obtained only through attrition.** *The fourth floor of the Manor was designated non-smoking and all new tenants leasing on this floor must be non-smoking tenants. It was decided in consultation with the RAB to implement the Manor and see how it went before moving onto the other two buildings. 33% complete.*
- **Expand our existing Section 8 Project-Based Program to make more physical units available with assistance.** *The Request for Proposals was developed and two proposals were received and reviewed. The Housing Assistance Payment Contracts will be implemented June 1st -100% complete.*
- **Complete resident orientation and education on Neighborhood Watch Programs and provide technical assistance to resident councils wanting to implement programs for their site.** *These programs were scheduled and some information was distributed; however the full education program was not completed. Resident Councils have formed a “Safety Committee” at each site and the full program will be implemented in FY2004. 20% complete.*

## ATTACHMENT D

### **Section 8 Project -Based Voucher Statement FY 2004**

The Housing Authority of the County of Clallam (HACC) has operated a Project -Based Section 8 program since May of 1999. The existing program includes up to 52 units of project-based assistance targeted at underserved areas of the county and assisting those with special needs. Housing Assistance Payments Contract exists for the following project-based units:

- 28 units at Homestead Apartments, located in Forks; and
- 7 units at Sunbelt Apartments, located in Sequim.
- 12 units at the Lee Plaza in Port Angeles
- 5 units are still available for project -based assistance at a later date.

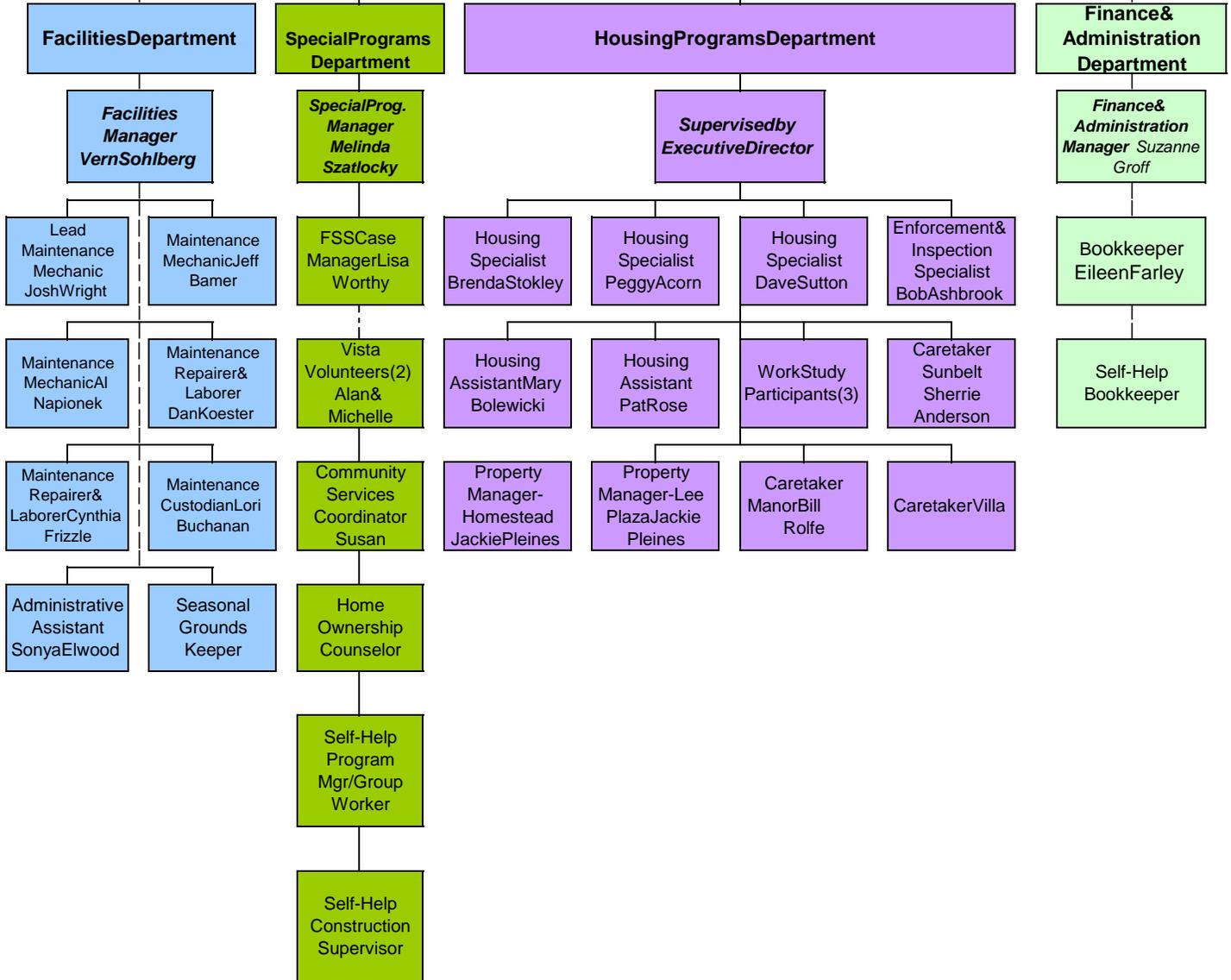
The project basing of these units has been extremely effective in providing affordable housing opportunities for special needs populations in these underserved areas. HACC plans to renew these contracts to continue serving these populations during the fiscal year.

Clallam County has a limited supply of appropriate units available for the special needs and elderly populations. Project -based assistance makes existing suitable units available to the population and assures the availability of the units for a period of years.

# BOARD OF COMMISSIONERS



**EXECUTIVE DIRECTOR** Pamela Tietz



## ATTACHMENT F

### SECTION 8 HOMEOWNERSHIP POLICY

#### General

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

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

The HACC may make homeownership available to all who qualify, or restrict homeownership to families or purposes defined by the HACC. The HACC may also limit the number of families assisted with homeownership.

The HACC may provide homeownership assistance in the form of monthly payments, or a down payment assistance grant. The HACC may choose to offer either or both forms, or may choose not to offer homeownership assistance. If the PHA offers both forms of assistance, the family chooses which form to receive.

The HACC must offer either form of assistance if necessary as a reasonable accommodation. However, the HACC may determine that homeownership assistance is not a reasonable accommodation if the HACC has otherwise not opted to implement a homeownership program.

A family may receive only one form of homeownership assistance. A family that includes a person who was an adult member of a family that previously received either form of homeownership assistance may not receive the other form from any other PHA.

The HACC will offer monthly homeownership assistance payments to qualified families according to the policies contained in this chapter.

The HACC will offer down payment assistance grants to qualified families according to the policies contained in this chapter.

Families selected to receive homeownership assistance may choose either monthly assistance payments or a down payment grant.

#### Monthly Homeownership Assistance Payments

The HACC will offer the monthly homeownership option to all participant families who:

Are participants of HACC's Family Self-Sufficiency program and have completed two years of their program\*; and has been Public Housing or Section 8 resident for 24 months; and

Have cleared any credit issues that would prevent them from obtaining financing; and

Contain at least 1 adult family member who will own home who has been fully employed for at least one year; and\*

Have completed the first time homebuyer course; and

Are enrolled in and have taken at least 6 of twelve classes in home maintenance (the remainder must be completed within six months of purchase).

\*does not apply to elderly/disabled households.

The HACC will limit home ownership to a maximum of 10 families at any given time.

### **Monthly Homeownership Assistance: Eligibility Requirements** [24CFR982.627]

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

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

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

The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home.

For elderly or disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.

Welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement.

The HACC may establish a higher income standard for disabled families and/or for non-disabled families. However, a family that meets the federal minimum income requirement (but not the HACC's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing.

The family must meet the Federal minimum employment requirement.

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

HUD regulation defines "full time employment" as not less than an average of 30 hours per week.

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

did not exceed 21 calendar days; and

did not occur within the 6 month period immediately prior to the family's request to utilize the home ownership option; and

has been the only break in employment within the past 12 calendar months

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

Any family member who was an adult member of a family that previously defaulted on a mortgage obtained through the home ownership option is barred from receiving future home ownership assistance.

The HACC will impose the following additional initial requirements:

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

The family is not within the initial 12-month period of a HAP Contract.

The family does not owe money to the HACC.

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

### **Homeownership Counseling Requirements** [24CFR982.630]

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

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

Home maintenance (including care of the grounds);

Budgeting and money management;

Credit counseling;

How to negotiate the purchase price of a home;

How to obtain home ownership financing and loan preapprovals, including a description of types of financing that may be available, and the pros and cons of different types of financing;

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

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

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

**Eligible Units** [24CFR982.628]

The unit must meet all of the following requirements:

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

A public housing or Indian housing unit;

A unit receiving Section 8 project-based assistance;

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

A college or other school dormitory;

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

The unit was already existing or under construction at the time the family signs ownership documents (mortgage).

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

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

The unit meets HUD Housing Quality Standards.

The unit may be a home where the family will not own fee title to the real property (such as a manufactured home), if the home has a permanent foundation, the family has the right to occupy the site for at least 40 years, and the dwelling meets Uniform Building Code (UBC) standards.

The HACC must not approve the seller of the unit if the HACC has been informed that the seller is debarred, suspended, or subject to a limited denial of participation. The HACC may disapprove the seller for any reason provided for disapproval of an owner in the voucher program.

**HACC Search and Purchase Requirements** [24CFR982.629]

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

The family's deadline date for locating a home to purchase will be six months from the date the family's eligibility for the home ownership option is determined.

The family must obtain financing for the home within three months of locating a home to purchase.

The family must purchase the home within 9 months of the date eligibility for the home ownership program is determined.

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

If the family is unable to purchase a home within the maximum time limit, the family may continue using the voucher for rental and reapply for home ownership option after 12 months.

**Inspection and Contract** [24CFR982.631]

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

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

- Foundation and structure;
- Housing interior and exterior;
- Roofing;
- Plumbing, electrical and heating systems.

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

TheHACCrequiresthefollowingqualificationsforindependentinspectors:

Licensedandbonded

Providewrittenreport.

CopiesoftheindependentinspectionreportwillbeprovidedtothefamilyandtheHACC.Basedontheinformationinthisreport,thefamilyandtheHACCwilldeterminewhetheranyprepurchase repairsare necessary.

TheHACCmaydisapprove theunitforhomeownershipassistancebecauseof informationinthereport.

Thefamilymustenterintoacontractofsalewiththeselleroftheunit.Ac copyofthecontract mustbegiventotheHACC.Thecontractofsale mustspecifythepriceandtermsofsale,and providethatthepurchaserwillarrangeforaprepurchaseindependentinspectionofthehome. Thecontractmustalso:

Providethatthepurchaserisnotobligatedtobuytheunitunless theinspectionis satisfactory;

Providethatthepurchaserisnotobligatedtopayfornecessaryrepairs;and

Containtheseller'scertificationthatheorshehasnotbeendebarred,suspendedor subjecttoalimiteddenialofparticipation.

### **Financing**[24CFR982.632 ]

Thefamilyisresponsibleforsecuringfinancing.TheHACCchaseestablishedfinancing requirements,listedbelow,andmaydisapproveproposedfinancingiftheHACCdeterminesthat thedebtisunaffordable.

TheHACCwillprohibitthefollowingformsoffinancing:

balloonpaymentmortgages

variableinterestrate loans(ARM)

sellerfinancing

TheHACCwillrequireaminimumcashdownpaymentof3%,1%ofwhichhastobepaidfrom thefamily'sownresources.

TheHACCwillimposeaminimuminitial equityrequirementof\$10,000.

Thefamilymustberepresentedbyarealestateprofessionalorattorneyinthepurchaseprocess.

**Continued Assistance** [24CFR982.633]

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

The family must comply with the following obligations:

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

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

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

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

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

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

The family must attend and complete ongoing home ownership counseling. (Post purchase)

The home must pass a HUD Housing Quality Standards inspection annually for every year subsidy is received.

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

**Maximum Term of Homeownership Assistance** [24CFR982.634]

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

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

10 years in all other cases.

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

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

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

### **Homeownership Assistance Payments and Homeownership Expenses** [24CFR982.635]

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

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

The HACC will pay the homeownership assistance payment directly to the family or to a lender on behalf of the family at the discretion of the HACC.

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

Homeownership expenses include:

- Principal and interest on mortgage debt.

- Mortgage insurance premium. (If required by lender)

- Taxes and insurance. (With appropriate exemptions)

- The HACC utility allowance used for the voucher program.

- The HACC allowance for routine maintenance costs (to be kept by owner).

- The HACC allowance for major repairs and replacements (@\$.05 per sq. ft. per month see list).

- Principal and interest on debt for improvements.

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

Major Repair/Replacement:

Roof

Heating System

Water heater

Structural repairs

Septic/water systems

Not ongoing maintenance/repair

Other repairs with the approval of the Special Programs Manager

**Portability** [24CFR982.636, 982.353(b) and (c), 982.552, 982.553]

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

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

**Moving With Continued Assistance** [24CFR982.637]

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

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

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

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

**Denial or Termination of Assistance** [24CFR982.638]

Termination of homeownership assistance is governed by the policies for the Housing Choice Voucher program contained in chapter 15 of the Administrative Plan. However, the provisions of CFR 982.551(c) through (j) are not applicable to homeownership.

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

TheHACCwillpermitsuchafamilytomovewithcontinuedvoucherrental assistance. However,rentalassistancewillbedeniedifthefamilydefaultedonanFHA -insured mortgage,andthefamilyfailstodemonstratethat:

Thefamilyhasconveyed,orwillconvey,titletothehomeasrequiredbyHUD, and,

Thefamilyhasmoved,orwillmove,withintheperiodrequiredbyHUD.

TheHACCwillterminatehomeownershipassistanceifthefamilyviolatesanyofthefollowing familyobligations:

Transferorconveyanceofownershipofthehome;

ProvidingrequestedinformationtotheHACorHUD;

NotifyingtheHACCbeforemovingoutofthehome;

FailuretomaintainHQS(orappropriatestandards).

Anyparticipantdeniedeligibilityunderthisprogramorterminatedwillbeaffordedeitheran informalreview(applicant)oraninformalhearingforparticipants.SeeSection19ofthe AdministrativePlan.

### **DownpaymentAssistanceGrants(24CFR982.643)**

Mostoftheregulationsgoverningmonthlyhomeownershipassistanceapplytodownpayment assistancegrants.However,familiesreceivingdownpaymentassistancearenotsubjecttothe regulationsconcerningcontinuedassistance,familyobligations,themaximumtermof assistance,amountanddistributionofpayments,ormoveswithcontinuedassistance.,

Eligibilityfordownpaymentassistanceislimitedtocurrentparticipantsinthevoucherprogram.

ThemaximumdownpaymentassistancegrantistheHACC'spaymentstandardminusthe family'sTTP,multipliedby12.

Downpaymentassistancemustbeappliedtothedownpaymentforpurchaseofthehome. The HACCmayallowthegranttobeappliedtoreasonableandcustomaryclosingcostsasdefined bytheHACC.IfthefamilypurchasesahomewithFHAmortgageinsurance,closingcostsare subjecttoFHArequirements.

Thedownpaymentassistancegrantmustbeappliedtothedownpaymentforthehomeandthe followingclosingcosts:

Loanoriginationfees

Creditreportfees

Escrowfees

Titleinsurancefees.

Recordingfees

Appraisalreports

Surveyfees

**PilotProgramforHomeownershipAssistanceforDisabledFamilies** [CFR982.642]

TheHACC hastheoptionofofferingassistanceunderthepilotprograminsteadof,orin additionto,thehomeownershipassistancedescribedinthissection.Mostoftheregulations governinghomeownershipassistanceapplytothepilotprogram.

Eligibility:thefamilymustmeetthedefinitionof“disabledfamily.”Thefamilyisnotrequired tomeetthelow-income requirement, butannualincomecannotexceed99%ofthearamedian. Thefamilymustnotbeacurrenthomeownerand mustcloseonthehomewithin3yearsofJuly 23,2001.Thefamilyneednotmeetthedefinitionof“first-timehomeowner.”

HomeownershipAssistancePayments:Paymentsarecalculatedasdescribedinthissection.A low-incomefamilyreceivesthefullassistancepayment.Afamilywhoseannualincomeis between81%and89%ofareamedianreceives66%oftheassistancepayment.AFamilywhose annualincomeisbetween90%and99%ifthearamedianreceives33%oftheassistance payment.TheHACCmustmake paymentstothe lender.

MortgageDefaults:ThePHAmaypermitthefamilytomovewithcontinuedhomeownership assistanceifthedefaultisduetocatastrophicmedicalreasonsortotheimpactofafederally declareddisaster.

TheHACCwillnotofferhome ownershipassistanceunderthepilotprogramfordisabled families.

Totheextentapplicable, theHACC’s policiesforhomeownershipassistanceapplytofamilies participatinginthepilotprogram.

# ATTACHMENT G

## HOUSING AUTHORITY OF THE COUNTY OF CLALLAM COMMUNITY SERVICE POLICY

### Background

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

### Definitions

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

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

Work with youth or senior organizations.

Work at the Authority to help improve physical conditions.

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

Work at the Authority to help with senior programs

Helping neighborhood groups with special projects

Working through resident organization to help other residents with problems

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

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

Job training programs or GED classes

Substance abuse or mental health counseling

English proficiency or literacy (reading) classes

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

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

**Exempt Adult** - an adult member of the family who:

Is 62 years of age or older

Has a disability that prevents them from being gainfully employed,  
Is a caretaker of a disabled person  
Is working at least 20 hours per week  
Is participating in a welfare to work program.  
Is receiving assistance from TANF and is in compliance with job training  
and work activities requirements of the program.,  
Is a full-time student.

### **Requirements of the Program**

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

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

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

### **Family obligations**

At lease each annual re-examination after May 1, 2003 all adult members (18 years or older) of a public housing resident family must provide documentation that they are exempt from Community service requirement if they qualify for an exemption, and sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community' Service requirement will result in non-renewal of their lease.

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

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

### **Change in exempt status**

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

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

### **Authority Obligations**

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

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

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

### **Noncompliance of family member**

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

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

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

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

**AMMENDMENT TO THE HEAD MISSION AND OCCUPANCY POLICY :**

This policy was adopted on March 17, 2003 and amends the Admissions and Continued Occupancy Policy.

# ATTACHMENTH

## DECONCENTRATION

The FY2004 Agency Plan Template does not contain the new language required for Deconcentration. Therefore, we are providing the following information as an attachment.

**Component 3, (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>