

WA007v04

# PHAPlans

5YearPlanforFiscalYears2001 -2005  
AnnualPlanforFiscalYear2004

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)IS TOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** Housing Authority of the City of Longview

**PHANumber:** WA007

**PHAFiscalYearBeginning:** (10/2003)

**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 2001 -2005**  
 [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.
- The PHA's mission is: **To promote opportunities for people who experience barriers to housing because of income, disability or special needs in an environment which preserve personal dignity and encourage self -sufficiency.**

**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 the  own, or identify other goals and/or objectives. Whether selecting the HUD  suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include target sets such 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: 100 per year if available
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: Create a team of service providers, builders, finance professionals and community leaders to develop a homeownership program that will serve 20 families over a 5 year period of time.
  - Acquire or build units or developments: 100 units
  - Other (list below)
    - Review adequacy of Fair Market Rents, Voucher Payment Standards and Utility Allowances annually and increase voucher payment standards as needed to enhance housing choice.
    - Provide voucher mobility counseling to all new program participants and all families moving from one unit to another to encourage broader choice and deconcentration
    - Develop and implement a process to market the  Section 8 program to landlords by 6/30/2001.
    - Acquire, rehabilitate and develop transitional, permanent and supportive housing for extremely  -low and very  -low income families and those with special needs.

-

**PHA Goal : To create a culture of continuous improvement and innovation that demonstrates cost-effectiveness, creates value, and diversifies revenues.**

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score) 98%
- Increase customer satisfaction:
  - Create new communication tools for participants, landlords, general public
  - Develop customer satisfaction survey and distribute annually to all residents. Work to maintain 95% customer service satisfaction rating annually.
  - Create preventive maintenance program for all LHA owned properties by September 30, 2002. (We do not own public housing units.)
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Improve processing time of Section 8 files by 50%
  - Implement new Rent Reasonableness database by 7/1/00.
  - Develop Departmental Mission Statements, Goals and Objectives by staff by 9/30/00.
  - Expand non-HUD revenue base by 25% by 2005.
  - Conduct annual review of Fair Market Rents, Voucher Payment Standards, Utility Allowances, percentage of families unable to utilize Vouchers and percentage of families paying over 30% of monthly adjusted income. Make modifications to above as allowable and necessary to increase utilization and encourage deconcentration.
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
  - Maintain affordable housing facilities in a manner that exemplifies high standards of performance and accountability.
  - Reach 95% occupancy in all units by September 30, 2002.

**PHA Goal: Increase assisted housing choices**

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: 15 families
- Implement public housing or other homeownership programs: 20 families
- Implement public housing site -based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)  
-Project-basing of up to 22 additional units in 2 different counties and census tracts. See attachment WA007h04

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

**\*We are a Section 8 only housing authority. NA**

**PHA Goal: Provide an improved living environment**

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: 40%
- Provide or attract supportive services to improve assistance recipients' employability:  
-Work with Lower Columbia Contractor's Association and local Unions to create apprenticeship programs for FSS participants; form unification programs with local social services;
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. Enter into Memorandums of Understanding with local service providers for provision of service or apply for Elderly Service Coordinator funding by 7/2000 and other funding as available.

- Other:(listbelow)
  - WorkwithlocalbankstoimplementtheHomeStart+programby 9/30/2001.
  - ExplorepossibilityofexpandingtheFamilySelf -SufficiencyProgram (FSS)andofcontractingouttoKelsoHousingAuthorityandKalama HousingAuthoritytoadministeracounty -wideFSSProgram.

**HUDStrategicGoal:EnsureEqualOpportunityinHousingforallAmericans**

- PHA Goal : Ensureequalopportunityinhousing.**  
Objectives:
  - Undertakeaffirmativemeasures toensureaccesstoassistedhousing regardlessofrace,color,religionnationalorigin,sex,familialstatus,and disability:
    - Informallapplicantsandparticipantsoftheirlegalrightsasrenters throughacooperativeeffortwithCLEAR.
    - WorkwiththeC ityofLongviewandtheStateofWashingtononto addressimpedimentstoFairHousingidentifiedthroughthe ConsolidatedPlanningprocess.
  - Undertakeaffirmativemeasurestoprovideasuitablelivingenvironment forfamilieslivinginassist edhousing,regardlessofrace,color,religion nationalorigin,sex,familialstatus,anddisability:
    - Provideon -goingtrainingtoallstaffonFairHousingandADA compliance.
  - Undertakeaffirmativemeasurestoensureaccessiblehous ingtopersons withallvarietiesofdisabilitiesregardlessunitsizerequired:
  - Other:(listbelow)

**OtherPHAGoalsandObjectives:(listbelow)**

**PHA Goal: Tocreateandexpanduponexistingpartnershipstoprovideand promotehous inglinkedwithservicesforhomelesspeople,peoplewithdisabilities, domesticviolencevictims,familiesintransition,thefrailelderlyandotherspecial needsgroups. Makeaspecialefforttoservethoseatorbelow30%ofareamedian income.**

- Objective:
- Workwithagenciesprovidingservicestothedevelopmentallydisabledtcreate additionalhousingforthisspecialneedspopulation.Createaconceptfor presentationtotheBoardby12/31/01.

**PHA Goal: Promote an organizational environment that values, empowers and supports those with whom we work and those we serve.**

**Objectives:**

- Create learning opportunities and feedback to encourage development of employees to their full potential.
- Work with Resident Advisory Board (RAB) to encourage involvement of participants and applicants in future years agency planning processes.
- Research new office siting possibilities in order to create a work environment conducive to learning and full productivity. Locate suitable site by September 30, 2001.

**AnnualPHAPlan**  
**PHAFiscalYear2004**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

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

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnu alPHAPlan**

[24CFRPart903.79(r)]

NotRequired.

### iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

#### Table of Contents

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#### Attachments

Indicate which attachment is 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
- FY 2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Section 8 Home Ownership Capacity Statement
- Brief Statement of Progress in Meeting the 5 -Year Plan Mission and Goals
- Resident Membership of the PHA Governing Board
- Membership of the Resident Advisory Board or Boards
- Statement Indicating the Projected Number of Project -Based Units (WA007h04)

#### Optional Attachments:

- A -PHA Management Organizational Chart (WA007a04)
- FY 2000 Capital Fund Program 5 Year Action Plan

- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) WA007b04
- Other (List below, providing each attachment name)
  - WA007e04 Resident Membership of the PHA Governing Board
  - WA007g04 Resident Advisory Committee Membership
  - WA007i04 Conducting Business in Accordance with Core Values and Ethical Standards for City of Longview Housing Authority

**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
NA	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
NA	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA	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
NA	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Schedule of flat rents offered at each public housing development <input 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
NA	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
NA	Public housing grievance procedures <input 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
NA	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	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
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<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	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbytheLHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/orother data availabletothePHA,provideastatementofthehousingneedsinthejurisdictionbycompletingthe followingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenterfamiliesathave housingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthehousingneedsfor eachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.”UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

<b>HousingNeedsofFamiliesintheJurisdiction ByFamilyType</b>							
FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income<=30% ofAMI	4980	5	4	2	1	3	1
Income>30%but <=50%ofAMI	3792	4	3	2	1	2	1
Income>50%but <80%ofAMI	4668	2	2	2	1	2	1
Elderly	8668	4	3	2	1	1	2
Familieswith Disabilities	6354	5	4	2	2	3	3
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s –WashingtonStateandLongview/Kelso  
Indicateyear:2001
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy(“CHAS”) dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

## **B.HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists**

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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1248		
Extremely low income <=30% AMI	983	79%	
Very low income (>30% but <=50% AMI)	236	19%	
Low income (>50% but <80% AMI)	27	1%	
Families with children	705	56%	
Elderly families	92	7%	
Families with Disabilities	420	34%	
Race/ethnicity	15 Black	3%	
Race/ethnicity	15 Asian	2%	
Race/ethnicity	41 Hispanic	3%	
Race/ethnicity	21 Indian	2%	
Characteristics by Bedroom Size (Public Housing Only)	NA		
1BR	NA		
2BR	NA		
3BR	NA		
4BR	NA		
5BR	NA		
5+BR	NA		

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

**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

- NA Employ effective maintenance and management policies to minimize the number of public housing units off-line
- NA Reduce turnover time for vacated public housing units
- NA Reduce time to renovate public housing units
- NA Seek replacement of public housing units lost to the inventory through mixed financed development
- NA Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
  - Provided training to landlords and maintenance workers on lead -based paint regulations
  - Joined the local Rental Property Owners Association -provide training on Section 8 related issues

**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)
  - Review adequacy of Fair Market Rents, Voucher Payment Standards and Utility Allowances annually and increase as needed to enhance housing choice.
  - Continue to work with local landlord to market the Section 8 Program

**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

- NA 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

- NA Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available

- Other:(listbelow)  
-Workwithjurisdictionstodevelopelderlyhousingwithproject -basedassistance

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- NA Seekdesignationofpublichousingforfamilieswithdisabilities
- NA Carryout themodificationsneededinpublichousingbasedonthesection504 NeedsAssessmentforPublicHousing
- Applyforspecial -purposevoucher targetedtofamilieswithdisabilities,should theybecomeavailable
- Affirmativelymarkettoalnon -profitagenciesthatassistfamilieswith disabilities
- Other:(listbelow)  
-Workwithagenciesprovidingservicestothe developmentallydisabledto create additionalhousingforthisspecialneeds population.

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousing needs
- Other:(listbelow)  
Workwithlocalethicsupportcounciltoaffirmativelymarketprogram

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofarea sofpoverty/minority concentrations
- Other:(listbelow)  
-Provideon -goingtrainingtoallstaffonFairHousingandADAcompliance.  
-Informallparticipantsoftheirlegalrightsasrentersthroughacooperativeeffort withCLEAR.  
-WorkwiththeCityofLongviewandtheStateofWashington toaddress impedimentstoFairHousingidentifiedthroughtheConsolidatedPlanning process.

**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 2000 grants)</b>		
a) Public Housing Operating Fund	NA – S8 only	
b) Public Housing Capital Fund	NA – S8 only	
c) HOPEVI Revitalization	NA – S8 only	
d) HOPEVI Demolition	NA – S8 only	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$5,443,603	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA – S8 only	
g) Resident Opportunity and Self-Sufficiency Grants	\$72,546	
h) Community Development Block Grant		

<b>FinancialResources: PlannedSourcesandUses</b>		
<b>Sources</b>	<b>Planned\$</b>	<b>PlannedUses</b>
i)		
OtherFederalGrants(listbelow) ElderlyServiceCoordinatorGrant	\$17,784	
<b>2.PriorYear FederalGrants (unobligatedfundsonly)(list below)</b>		
ElderlyServiceCoordinatorGrant	\$8,510	
<b>3.PublicHousingDwellingRental Income</b>	NA –S8only	
<b>4.Otherincome (listbelow)</b>		
<b>4.Non -federalsources (listbelow)</b>		
<b>Totalresources</b>	\$5,542,443	

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

[24CFRPart903.79(c)]

#### **A.PublicHousing -NA -Section8Only**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequ iredtocompletesubcomponent3A.

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

a.WhendoessthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe)

b.Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthat apply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c.  Yes  No:DoesthePHArequestcriminalrecordsfromlo callawenforcement agenciesforscreeningpurposes?

d.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

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

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

a.WhichmethodsdoesthePHAplantousetoorganizeitpublichousingwaitinglist (selectallthatapply)

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

b.Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentsitemanagementoffice
- Other(listbelow)

c.IfthePHAplanstooperateoneormoresite -basedwaitinglistsinthecomingyear, answereachofthefollowingq uestions;ifnot,skiptosubsection **(3)Assignment**

1.Howmanysite -basedwaitinglistswillthePHAoperateinthecomingyear?

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 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 admission 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)

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
- 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 reprisal or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admission 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
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veteran s' 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 reprisal 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 ensure 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) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site based waiting lists
- If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and 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)

As indicated in the Section 8 Administrative Plan, the Housing Authority will determine eligibility for admission for those applicants:

- Who qualify as a family
- Whose Annual Income does not exceed the Low Income limits for admission
- Who qualify as Citizens or as Non -citizens who have eligible immigration status
- Who do not owe rent or other amounts to the HA or to another PHA
- Who, as a previous participant in the Section 8/ Housing Voucher Program, have not failed to reimburse the HA or another PHA for any claims paid to an Owner
- Who have not breached an agreement with the HA to pay amounts owed to a HA
- Who have not previously been terminated from Section 8 for violation of a family obligations under the program or who have not been previously evicted from public housing
- Whose family does not include any members subject to a lifetime registration requirement under a State sex offender registration program. Such families will be banned permanently from the program.
- Who conform to the Authority's subsidy standards.
- Who do not have a conflict of interest as defined in the ACC, HAP Contract and Administrative Plan.
- Who have not misrepresented any material fact during the application process.

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

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

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

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

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

-Information related to prior tenancy if landlord has assigned Authorization for Release of Information from the program participant

**(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)
  - Applications are available at all local social service agencies as well as agencies serving Wahkiakum and Pacific counties. It is up to those agencies to forward applications to our main administrative office for inclusion on the waiting list.
  - On our website – [www.longviewha.org](http://www.longviewha.org)
  - Development site offices

**(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: The HA will extend the term if the family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. Extensions are also permissible at the discretion of the HA for:

- extenuating circumstances such as hospitalization or a family emergency for an extended period of time,
- cases in which the HA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the HA, throughout the initial sixty -day period. A completed search record is required.
- cases in which the family was prevented from finding a unit due to disability accessibility requirements or large size [4 or larger] bedroom unit requirement. The Search Record is part of the required verification.

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program of 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 (extra points) (50% of new invites)
- Substandard housing
- Homelessness (extra points) (50% of new invites)
- High rent burden (rent is > 50 percent of income) (50% of new invites)

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 – for Wahkiakum county
- 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 reprisal or hate crimes (extra points)
- Other preference(s) (list below)
  - Graduates of transitional housing programs (extra points)
  - Homeless families (extra points)
  - Have implemented a 50/50 split to new invites to be able to address rent burdened families

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

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 Substandard housing
- 1 Homelessness
- 2 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
  - 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
  - 1 Victims of reprisal or hate crimes
- Other preference(s) (list below)
- (1) Graduate of Transitional Housing Programs
  - (1) Homeless families

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)  
-targeted mailing to service providers

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

[24CFR Part 903.79 (d)]

#### **A. Public Housing –NA –Section 8 Housing Authority only**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

2. If you have a budget, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rentre -determinations:

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

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

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

## (2) Flat Rents

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

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

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

Exemptions: PHA 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) N A

- 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**

[24CFR Part 903.79(e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	NA	NA
Section 8 Vouchers	655	240
Section 8 Certificates	0	na
Section 8 Mod Rehab	24	6
Special Purpose Section 8 Certificates/Vouchers (list individually)	400 Non -elderly, disabled vouchers 50 Project -Based Certificates	55 6
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		
Rural Development	100	21

**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)

NA

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Family Self -Sufficiency Action Plan
- Procurement Policy
- Investment Policy
- Cost Allocation Plan

- AccountingPoliciesandProceduresManual
- ManagerHandbook
- PropertyManagementPoliciesandProceduresManual
- EthicsPolicy
- DrugFreeWork placePolicy
- WhistleBlowerPolicy
- ConfidentialityPolicy
- CellularPhonePolicy
- ElectronicCommunicationsPolicy
- EmployeeInternetAccessandUsePolicy
- VehicleandDriverPolicy
- ReasonableAccommodationsPolicy
- VoucherCertificationandApprovalPolicy
- Personnelpolicy
- Anti-HarassmentPolicy
- Anti-DiscriminationPolicy
- SafetyPolicy
- TravelPolicy

## **6. PHAGrievanceProcedures**

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6.Section 8-Only PHAsareexemptfromsub -component6A.

### **A. PublicHousing –NA –Section8HousingAuthorityonly**

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 24 CFR 982?

If yes, list a condition of 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 – NA – Section 8 Housing Authority only**

[24 CFR Part 903.79(g)]

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

**A.C Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

-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 the re)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund) –NA –Section 8 Housing Authority only**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide response to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed -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 –NA –Section 8 Housing Authority only**

[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: <u>          (DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities –NA –Section 8 Housing Authority only**

[24CFR Part 903.79(i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with

disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant -Based Assistance -NA**

[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 a streamlined submission. PHA completing streamlined submissions may skip 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 –NA –Section 8 Housing Authority only

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

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

### 2. Activity Description

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

<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 activity: (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 24CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below: Participation will be limited to families participating or graduating from the Family Self-Sufficiency Program

**12. PHA Community Service and Self-Sufficiency Programs**

[24CFR Part 903.79(1)]

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

**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 support services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 06/12/99

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinatetheprovisionofspecifsocialandself -sufficiencyservicesand programstoeligiblefamilies
- Jointlyadministerprograms
- Partnertoadministe raHUDWelfare -to-Workvoucherprogram
- Jointadministrationofotherdemonstrationprogram
- Other(describe)

**B. Servicesandprogramsofferedtoresidentsandparticipants**

**(1)General**

a.Self -SufficiencyPolicies

Which,ifanyofthefollowingdiscretionarypolicieswillthePHAemployto enhancetheeconomicandsocialself -sufficiencyofassistedfamiliesinthe followingareas?(selectallthatapply)

- Publichousingrentdeterminationpolicies
- Publichousingadmissionspolicies
- Section8admissionspolicies
- Preferenceinadmissiontosection8forcertainpublichousingfamilies
- Preferencesforfamiliesworkingorengagin gintrainingoreducation programsfornon -housingprogramsoperatedorcoordinatedbythePHA
- Preference/eligibilityforpublichousinghomeownershipoption participation
- Preference/eligibilityforsection8homeowners hipoptionparticipation
- Otherpolicies(listbelow)

b.EconomicandSocialself -sufficiencyprograms

Yes  No: DoesthePHAcoordinate,promoteorprovideanyprograms toenhancetheeconomicand socialself -sufficiencyof residents?(If“yes”,completethefollowingtable;if“no”skip tosub -component2,FamilySelfSufficiencyPrograms.The positionofthetablemaybealterredtofacilitateitsuse.)

<b>ServicesandPrograms</b>				
ProgramName&Des cription (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
<i>FamilySelf -SufficiencyProgram</i>		<i>Waitinglist</i>	<i>PHAmainoffice</i>	<i>Section8</i>
				10
WeadministertheFSSprogram forKalamaandKelsoHousing Authorities	109	Waitinglist 10	Longviewmainoffice	Section8

Independent Associates – Services foremploymentandvolunteer workexperience –specializein DVRandSSIclients	Referred asneeded	Other	Independent Associates office	Section8
Family Finance Center Homeownership Counseling Credit, Budget, issues Cowlitz Bank	Referas needed	Other	FFC Office	Section8
Lower Columbia Community Action Council – Provides servicesforFSSparticipantsfor thefollowingservices: employmentandtraining, child careresourceandreferral, Family development, food, self -help housing, legalinformation, transportation, IDAaccounts, WorkSource West –computer skills, jobplacement, interview/jobskills	Asneeded	Other	LCCACoffice	Section8
Volunteer Coordinators Council – coordinationofvolunteerservices andincreaseawarenessof volunteeropportunitiesforFSS families	30 agencies	Other	YMCA	Section8
Parents Place	Referred	Other	Parents Placeoffice	Section8
Community Services Coordinating Council – Coordinationoflocal servicesforlow -incomefamilies	30 agencies	Other	LCCACoffice	Section8
HomeStart – Firsttimehomebuyer assistanceforlow -income families. PartnerswithCowlitz Bank, USBank, Riverview Community Bank HomeStart+ - Firsttime homebuyerassistanceforlow - incomefamilies. 2to1matchfor FSS participants ofupto\$10,000. Cowlitz Bank	18	Request	Cowlitz Bank, US Bank, Riverview Community Bank	Section8
Lower Columbia College – Referralforeducational opportunities, jobtrainingand specialplacementsopportunities	Asneeded	Other	Lower Columbia College	Section8
Community Housing Resource Center, Wells Fargo Bank, Columbia Bank – Home Ownershipcounseling	Asneeded	Request	Individual offices	Section8
Lower Columbia Mental Health – Counseling Services	Asneeded	Request	Lower Columbia Mental Health	Section8
Labor and Industries – Apprenticeship Programs	Asneeded	Request	L&I	Section8
Employers Overload – Temporary Employment Services	Asneeded	Request	Employers Overload	Section8

ExpressPersonnelServices – TemporaryEmployment , Interview/ApplicationSkills	Asneeded	Request	ExpressPersonnel Services	Section8
EthnicSupportCouncil – interpreters,temporaryseasonal employment	Asneeded	Request	EthnicSupportCouncil	Section8
NorthwestJusticeProject –Legal Services	As needed	Request	LCCAC	Section8
WASateEmploymentSecurity – Jobsearch,resume,computer skills,Workcertification,GED	Asneeded	Request	EmploymentSecurity	Section8

**(2)FamilySelfSufficiencyprogram/s**

a.ParticipationDescription

FamilySelfS ufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2004Estimate)	ActualNumberofParticipants (Asof:05/22/2003)
PublicHousing		
Section8	102	109

b.  Yes  No: IfthePHAisnotmaintainingtheminimumprogramsizerequired byHUD,doesthemostrecentFSSActionPlanaddressthe steps thePHAplantotaketoachieveatleasttheminimumprogram size?  
Ifno,liststepsthePHAwilltake below:

**C.WelfareBenefitReductions**

1.ThePHAiscomplyingwiththestatutoryrequirementssection12(d)oftheU.S. HousingActof1937(relatingtothetreatmentofincomechangesresultingfrom welfareprogramrequirements)by:(selectallthat apply)

- AdoptingappropriatechangestothePHA’spublichousingrentdetermination policiesandtrainstafftocarryoutthosepolicies
- Informingresidentsofnewpolicyonadmissionandreevaluation
- Activelynotify ingresidentsofnewpolicyattimesinadditiontoadmissionand reevaluation.
- EstablishingorpursuingacooperativeagreementwithallappropriateTANF agenciesregardingtheexchangeofinformationandcoordinationofservices
- EstablishingaprotocolforexchangeofinformationwithallappropriateTANF agencies
- Other:(listbelow)

**D.ReservedforCommunityServiceRequirementpursuanttosection12(c)ofthe U.S.HousingActof1937**

## **13.PHASafetyandCrimePreventionMeasures -NA -Section8**

### **Housing Authority only**

[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 levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

#### **B. Crime and Drug Prevention activities the PHA has undertaken or 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)

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

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

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

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

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

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 903.79(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? \_NA\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? NA  
If not, when are they due (state below)?

## **17. PHA Asset Management –NA –Section 8 Housing Authority only**

[24CFR Part 903.79(q)]

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

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

## **18. Other Information**

[24CFR Part 903.79(r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached as Attachment (Filename) WA007b04
  - Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Strategies
  - 50/50 split on waiting list
  - application for mainstream vouchers
  - request for 6 additional project -based vouchers for Dorothy & 33<sup>rd</sup>.
- Other: (list below)

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

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

**3. Description of Resident Election Process**

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: State of Washington, Longview/Kelso

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 a public 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)
  - Implementation of additional HOME funded home ownership program
  - Implementation of a tenant -based rental assistance program targeted to domestic violence victims
  - Application for additional Section 8 vouchers
  - Request monies for additional FSS Coordinator for administration of Home ownership programs
  - Work with Wahkiakum County to develop transitional housing for domestic violence victims and additional elderly housing
  - Work with Catholic Community Services to develop farm worker housing in Woodland. Project -based up to 13 units for Woodland.
  - 3 units of project -based in Cathlamet.
  - Work with local homeless and domestic violence shelter to attach project-based vouchers to local units to create additional transitional housing resources
- Other: (list below)

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

- The City of Longview has identified a priority need to pursue programs which emphasize home ownership projects with a priority given to projects that involve people who have completed the Family Self Sufficiency program.
- The City of Longview has identified an additional priority for programs that address the needs of special needs populations, i.e. domestic violence victims and the homeless
- The State of Washington will continue to give highest priority to assistance for very low -income renters, those earning 50% of median income or less, targeting those earning less than 30% of median income when appropriate
- The State of Washington has identified a priority for farm worker housing

## D. Other Information Required by HUD

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

### 19. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)]: (Section 8 only)

After approval of the Agency Plan, a Housing Authority may not “substantially deviate” from its Five Year Plan or implement any amendment or modification which is a “significant amendment or modification” to the Five Year and Annual Plan until:

- The Resident Advisory Board has had the opportunity to review and make recommendations on the amendment or modification;
- The amendment or modification has been adopted at a duly called meeting of the Housing Authority Board of Commissioners; and,
- Notification of the amendment or modification, along with a copy of the recommendations made by the Resident Advisory Board and a description of the manner in which the Housing Authority addressed the recommendations, is submitted to HUD and approval is received from HUD.

The Housing Authority of the City of Longview considers a “Substantial deviation” or “significant amendment or modification” as a discretionary change in the plan or policy of the Housing Authority that fundamentally alters the mission, goals, objectives or plans of the Agency and which will require the formal approval of the Board of Commissioners. Specifically the following actions shall be considered to constitute a substantial deviation or significant amendment or modifications:

- A material change in the policies regarding the manner in which tenant rent is calculated in which the tenant will be adversely affected.
- Any change with regard to home ownership programs.
- A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list.

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes will not be considered a substantial deviation or significant amendment or modification to either the Five Year or Annual Plans.

## **20. Attachments**

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

### **WA007a04**

#### **Organizational chart**

Sent as hard copy

### **WA007b04**

#### **Summary of Recommended Changes to FY2004 Annual Plan**

### **WA007c04**

#### **Resolution 03 -03 to approve the Annual Plan for FY2004**

Sent as hard copy

### **Wa007d04**

#### **Section 8 Homeownership Capacity Statement**

### **WA007v04**

#### **Agency Plan**

*Resident Advisory Board*

1. Strategies: As recommended by the Resident Advisory Board

### **WA007e04**

#### **Resident Membership of the PHA Governing Board**

### **WA007f04**

#### **Brief Statement of Progress in Meeting the 5 -Year Mission and Goals**

### **WA007g04**

#### **Membership of the Resident Advisory Board or Boards**

### **WA007h04**

#### **Statement of Projected Number of Project -Based Units**

### **WA007i04**

#### **Ethical Standards for City of Longview Housing Authority**

# PHA Plan Table Library

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

NA – Section 8 Housing Authority only

### Annual Statement

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

Capital Fund Grant Number                      FFY of Grant Approval:    (MM/YYYY)

Original Annual Statement

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

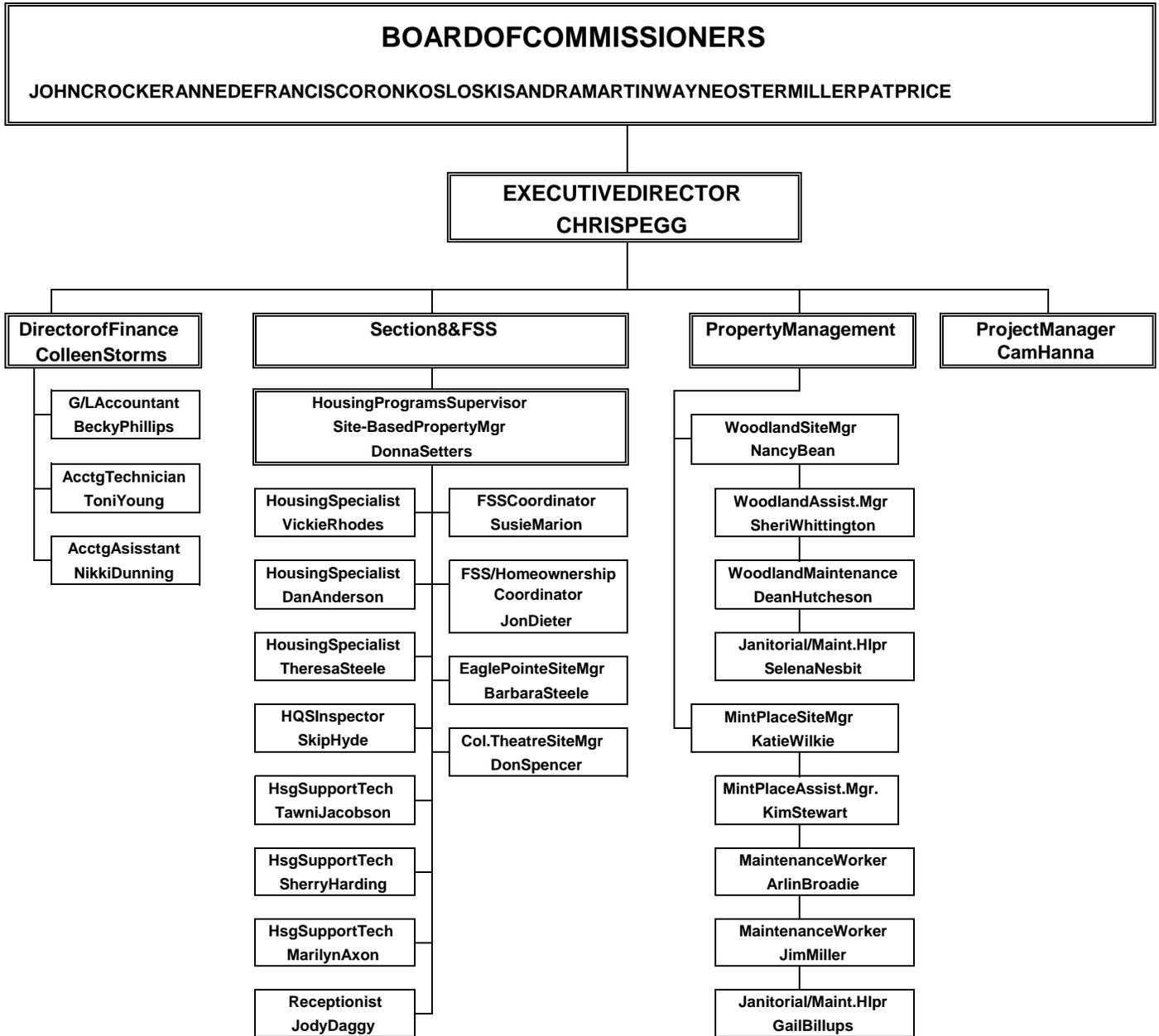
Optional 5 -Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Total estimated cost over next 5 years			Planned Start Date (HA Fiscal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

# LONGVIEWHOUSINGAUTHORITY

## OrganizationalChart

asofMarch1,2003

WA007a04



## WA007b04

### Summary of Recommended Changes to FY2004 Annual Plan and 5-Year Agency Plan May 27, 2003

#### 1. Local Preferences: (Section 8 Only):

**Recommended change:** Will change local preference to allow a 50/50 split to offer assistance to 50% homeless, transitional housing or domestic violence survivors and 50% rent burdened families. This will allow LHA to offer assistance to families that otherwise might not receive assistance.

The following actions shall be considered significant amendments or modifications:

- Change to rent or admissions policies or organization of the waiting list;
- Any change with regard to homeownership programs.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements.

After approval of the Agency Plan, a Housing Authority may not "substantially deviate" from its Five Year Plan or implement any amendment or modification which is a "significant amendment or modification" to the Five Year and Annual Plan until:

- The Resident Advisory Board has had the opportunity to review and make recommendations on the amendment or modification;
- The amendment or modification has been adopted at a duly called meeting of the Housing Authority Board of Commissioners; and,
- Notification of the amendment or modification, along with a copy of the recommendations made by the Resident Advisory Board and a description of the manner in which the Housing Authority addressed the recommendations, is submitted to HUD and approval is received from HUD.

The Housing Authority of the City of Longview considers a "Substantial deviation" or "significant amendment or modification" as a discretionary change in the plan or policy of the Housing Authority that fundamentally alters the mission, goals, objectives or plans of the Agency and which will require the formal approval of the Board of Commissioners. Specifically the following actions shall be considered to constitute a substantial deviation or significant amendment or modifications:

- Any change with regard to homeownership programs.
- A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list.

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes will not be considered a substantial deviation or significant amendment or modification to either the Five Year or Annual Plans.

- 2. SuperNOFA (Notice of Funding Availability ) applications :** Continue to apply for additional vouchers as defined in the SuperNOFA' published by Housing and Urban Development.

**WA007c04**

**LONGVIEW HOUSING AUTHORITY  
BOARD RESOLUTION NO. 03 -03**

May 27, 2003

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**A Resolution to approve the Five -Year Agency Plan and One -Year Annual Plan for  
Fiscal Year beginning 10/01/2003**

WHEREAS, the Longview Housing is required by section 511 of the Quality Housing and Work Responsibility Act of 1998 to prepare and submit a 5 -year Plan and Annual Plan advising HUD, its residents and members of the public of the agency's mission for serving the needs of low -income and very low -income families and the strategies for addressing these needs,

AND WHEREAS, the Longview Housing Authority staff has implemented policies and procedures for development of said plans as described in the final rule effective November 22, 1999, which includes requirements for public participation in the development of the Agency Plan and Certifications of Compliance with PHA Plans and Related Regulations (attached),

THEREFORE, BE IT RESOLVED that the Longview Housing Authority Board of Commissioners hereby approve the Five -Year Agency Plan and Annual Plan for Fiscal Year beginning October 1, 2003, including modifications as recommended and adopted.

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John Crocker, Chair of the Board of Commissioners  
Longview Housing Authority

ATTEST:

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Christina M. Pegg, Secretary

Approved by Board of Commissioners on May 27, 2003

wa007d04

## **Section 8 Homeownership Capacity Statement**

The Housing Authority of the City of Longview has established a minimum homeowner downpayment requirement of at least 3 percent and we require that at least 1 percent of the downpayment come from the family's resources.

**WA007e04**

**ResidentMembershipofthePHA GoverningBoard**

**NameofResidentCommissioner:** SandraMartin

**MethodofSelection:** AppointmentbytheCityofLongview

**TermofAppointment:** 2years,ending12/31/2005

## WA007f04

### Brief Statement of Progress in Meeting the 5 -Year Plan Mission and Goals

The Housing Authority of the City of Longview made progress in meeting our mission and goals in the following areas:

1. We increased the availability of assisted housing through award of 100 additional vouchers targeted to non-elderly, disabled applicants, through the review and increase of four Voucher Payment Standards and utility allowances, through increased voucher mobility counseling.
2. We created a culture of continuous improvement and innovation that demonstrates cost-effectiveness, creates value, and diversifies revenues by creating a new Landlord Conference, which is held bi-annually.
3. We promoted self-sufficiency and asset development of families and individuals by incorporating the Kelso FSS program.
4. We have implemented the new SHARE program which was funded by HOME dollars awarded from the City of Longview.
5. We implemented a new landlord newsletter that was recognized and received an award.
6. We helped ensure equal opportunity in housing through continued efforts and continued with our partnership with CLEAR to inform all applicants and participants of their legal rights as renters, through ongoing training of all staff on Fair Housing and ADA compliance and through a partnership with the City of Longview to address impediments to Fair Housing identified through the Consolidated Planning process.
7. We have maintained contact with Resident Advisory Board members to encourage involvement in Agency Planning activities.
8. We have promoted community involvement by doing informational briefings at various community service agencies. Staff has worked hard at creating an open line of communication to landlords, as well as social service agencies.

**WA007g04  
ResidentAdvisoryCommitteeMembers  
2003**

Abbott,Walter	Section8
Bean,Rebecca	Section8
Milliman,Liz	Section8
Sosa,Raul	ProjectBased
Wallace,Lynn	ProjectBased
Wilson,Lee	Section8

**WA007h04**

**Statement of Projected Number of Project -Based Units**

The Housing Authority of the City of Longview Board of Commissioners voted not to allocate any vouchers for Project -basing within our jurisdiction.

Voted and approved on May 27, 2003.

## WA007i04

### **24.0 CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS FOR CITY OF LONGVIEW HOUSING AUTHORITY**

#### **24.1 PURPOSE**

This Code of Conduct establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity and specifically in this situation with the integrity of the employees and Commissioners of the Housing Authority City of Longview, this Section sets forth those acts or omissions of facts that could be deemed injurious to the general mission of the Authority.

This Code of Conduct is not intended, nor should it be construed, as an attempt to unreasonably intrude upon the individual employee or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

#### **24.2 CONFLICT OF INTEREST**

In accordance with 24 CFR 982.161, neither the Housing Authority City of Longview nor any of its vendors, contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the Housing Authority City of Longview or for one year thereafter:

- A. Any present or former member or officer of the Housing Authority (except a participant commissioner);
- B. Any employee of the Housing Authority or any contractor, subcontractor or agent of the Housing Authority who formulate a policy or who influences decisions with respect to the programs;
- C. Any public official, member of a governing body, or State or local legislator who exercises functions or responsibilities with respect to the Housing Authority City of Longview's programs; or
- D. Any member of the Congress of the United States.

Any member of the classes described in A, B, C, or D, must disclose their interest or prospective interest to the Housing Authority and HUD.

The Conflict of Interest prohibition under this section (24.2) may be waived by the HUD Field Office upon the request of the Housing Authority City of Longview for good cause.

**24.3 PROHIBITION OF SOLICITATION OR ACCEPTANCE OF GIFTS**

No Commissioner or Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

**24.4 HOUSING AUTHORITY ADMINISTRATIVE AND DISCIPLINARY REMEDIES FOR VIOLATION OF THE HOUSING AUTHORITY CODE OF CONDUCT**

Violations of this Code of Conduct Policy will result in disciplinary action as outlined in the Housing Authority City of Longview's Personnel Policy Section 9.05 or as determined by action of the Board of Commissioners.

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## **PHA Certifications of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 2004, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
  - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
  - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
  - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
  - Coordination with other law enforcement efforts;
  - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
  - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

City of Longview Housing Authority  
PHAName

WA007  
PHANumber

May 27, 2003  
John Crocker, PHA Board Chair Date