

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlans

5YearPlanforFiscalYears2003 -2007
AnnualPlanforFiscalYear2003

**SPOKANEHOUSINGAUTHORITY
SPOKANE,WASHINGTON
WA055v02**

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

SHA STRATEGIC PLAN AND 5 YEAR AGENCY PLAN WITH OBJECTIVES AND STRATEGIES FY 2004 - 2008

SPOKANE HOUSING AUTHORITY MISSION

THE SPOKANE HOUSING AUTHORITY IS DEDICATED TO INCREASING SAFE, AFFORDABLE HOUSING AND PROVIDING OPPORTUNITIES FOR PERSONS EXPERIENCING BARRIERS TO HOUSING

SPOKANE HOUSING AUTHORITY VISION

THE SPOKANE HOUSING AUTHORITY WILL LEAD THE COMMUNITY IN ASSISTING RESIDENTS WITH AFFORDABLE HOUSING NEEDS, WHILE CREATING OPPORTUNITIES AND INCENTIVES FOR SELF-SUFFICIENCY

STRATEGIC GOAL #1: Increase the availability of safe, decent affordable housing.

Objective #1:

Prioritize and review targeting of SHA service areas and resources.

Strategies:

- 1) Using homeless demographics of the City and 2000 community census data compare City/County needs with SHA demographics.
 - 1(a) Continue implementation of SHA's development plan of 2001.
 - 1(b) Continue to assess the development role of SHA over the five county service area.
 - 1(c) Identify tenant based rent assistance needs in 5 county service area and respond to appropriate NOFA's.
- 2) Continue a more proactive role in the implementation of local and regional comprehensive plans, housing ordinances and regulations and housing affordability strategies.
 - 2(a) Participate in the City of Spokane Development Code Task Force
 - 2(b) Continue to work with non-profit, city and county representatives to develop a regional strategy for preserving OPT-OUT Project Based Section 8 properties.
- 3) Evaluate and possibly restructure housing units to best meet targeted populations and increase financial soundness in the on-going operations.
 - 3(a) Analyze Federal Regulations when published regarding conversion of Public Housing Units.
 - 3(a1) If not favorable for SHA, develop a strategy for disposition of the scattered site units for low-income homeownership program.
 - 3(b) Provide annual application for Project Voucher to 5-county service area
 - 3(b1) Complete waiver request regarding deconcentration requirement
 - 3(b2) At least annually determine and announce the number of new vouchers that will be available and set aside for project voucher program
 - 3(c) Explore and determine direction for SHA for Housing Choice Voucher homeownership program
 - 3(c1) Identify non-profit partner to begin development of program
 - 3(c2) Revise agency Administrative Plan to incorporate new policies and procedures
 - 3(c3) Identify bank partners, underwriters and educate as to the particulars of voucher payments for homeownership
 - 3(d) Complete construction of the Sharon Lord Apartments

Objective:#2

Leverage private or other public funds to create additional housing opportunities .

Strategies:

- 1) Seek opportunities to use SHA Tax Exempt Conduit Bonding capacity to enhance affordable housing development activities of local non-profit entities;
- 2) Acquire or build additional units of affordable housing utilizing Tax Credits, Bonds, FHLB, HOME, Trust Fund and other funding resources.
 - 2(a) Affordable housing will include units targeted for very low-income households (30% of median income) to low income households (50% to 80% of median income).
 - 2(b) Facilitate neighborhood input in predevelopment of potential SHA properties.
 - 2(c) Sustainability shall be a consideration for all units constructed or acquired .
- 3) Continue building partnerships that will enhance affordable housing opportunities in new developments.
 - 3(a) Increase regional development strategies with SLIHC partners
- 4) Continue implementation of Welcome Home Program

Objective#3

Improve the quality of assisted/affordable housing.

Strategies:

- 1) Continue to assess customer satisfaction with different constituencies.
 - 1(a) Revise and update survey
 - 1(b) Complete annual customer services survey
 - 1(c) Include changes in service delivery during each budget cycle
 - 1(d) Continue to facilitate Landlord Advisory Group for service delivery evaluation
 - 1(e) Implement a Landlord outreach and retention program
- 2) Continue to evaluate staff structure and responsibilities to improve efficiencies and effectiveness of program implementation.
 - 2(a) Identify and implement increased use of technology to streamline tenant application process and landlord HAP contracting.
- 3) Apply Asset Management principles and practices to all SHA properties.
 - 3(a) Utilize lifecycle database for long range capital planning
 - 3(b) Annually evaluate property management performance benchmarks
- 4) Continue to work with and solicit input regarding SHA services from the RAB.
 - 4(a) Staff assigned to work with RAB support
 - 4(b) Annual Budget to support RAB activities, stipends and training
- 5) Explore rental housing rehab/lead based paint stabilization program for Housing Choice Vouchers Landlords
 - 5(a) Advocate using City and County CDBG, Registration Fees or HOME funds
 - 5(b) Assist in program development, implementation and administration of a program
- 6) Expand SHA website as a marketing and information tool for SHA programs
 - 6(a) Include more detailed information regarding Voucher Program for both participants and landlords.
 - 6(b) Research software needed to allow for fillable forms and electronic submittals

Objective#4

Advocate for affordable housing throughout Spokane and the Inland Northwest

Strategies:

- 1) Strengthen and expand collaborative partnerships with area -wide service providers.
- 2) Continue to provide voucher mobility counseling with special emphasis on deconcentration opportunities.
 - 2(a) Continue to monitor payment standards for each county implement allowable payment standards that best benefit program participants by region.
- 3) Promote initiatives for tenant stability with landlords.
 - 3(a) Develop and implement an expanded orientation program for voucher applicants to increase success as a tenant.
 - 3(b) Conduct outreach effort to potential voucher landlords.
 - 3(b1) Utilize SHA's "Landlord Liaison" quarterly newsletter and membership in Inland Empire Rental Association to conduct outreach to potential voucher landlords with the goal of adding 25 new landlords per year.
 - 3(b2) Collaborate with Northwest Justice, Columbia Legal Services and Northwest Fair Housing to advocate on behalf of Housing Choice Voucher participants
 - 3(b3) Pursue avenues that will assist landlords in lead based paint compliance
 - 3(b4) Collaborate with Spokane Regional Public Health Department and local jurisdictions involved with code enforcement to improve the quality of rental housing
- 4) Increased direct deposit participation by landlords by 5% per year.

STRATEGIC GOAL #2: Improve community quality of life and economic vitality.

Objective #1

Continue to aggressively market SHA Housing to ensure a mix of incomes throughout our programs.

Strategies:

- 1) Maintain screening procedures to identify areas of tenant/neighborhood concerns.
 - 1(a) Document and track applicant denials due to criminal history.
- 2) Continue to work with local law enforcement and Community Policing agencies to enhance the safety and security of our public and assisted housing and the neighborhoods in which they are located.
 - 2(a) Continue support for the COP Shop @ Parsons and the SCOPE Shop @ Valley 206
 - 2(b) Maintain Crime Free Multi-family Status for all SHA owned properties
- 3) Support community effort to reduce crime and drugs.
 - 3(a) Continue participation with Spokane Police, Spokane Sheriff's Departments and other law enforcement agencies in the investigation of complaints and participant program compliance.
 - 3(b) Identify additional locations in SHA owned properties that would benefit COPS and SCOPE offices.

STRATEGIC GOAL #3: Promote self-sufficiency and assist development of families and individuals

Objective #1:

Increase the number and percentage of employed persons in assisted families.

Strategies:

- 1) Raise the percentage of employed persons in assisted housing over the five -year plan period by promoting positive Welfare to Work, Independent Families Futures and ROSS outcomes.
 - 1(a) Develop a computer tracking and reporting system
- 2) Encourage the use of volunteer/community service experience to increase client employability.
 - 2(a) Promote community service with IFF participants for future job readiness.

- 2(b) Continue to identify and recruit training/volunteer positions within SHA
- 2(c) Promote the hiring of SHA volunteers, residents and program participants for vacant SHA job openings.

Objective:#2

Provide or attract supportive services to improve assisted recipients' employability.

Strategies:

- 1) Develop and enhance specific programs and housing facilities to promote client/tenant self-sufficiency.
 - 1(a) Enhance support program for W to W participants
- 2) Target a communication plan to the Spokane community, which demonstrates the impact of SHA's self-sufficiency programs.
 - 2(a) Public Acknowledgement of annual IFF graduates
 - 2(b) Expand IFF newsletter to a Resident Initiative Newsletter and expand distribution.
 - 2(c) Provide assistance to RAB members in their efforts to improve the general public's understanding of SHA programs and how they assist low-income families.
- 4) Continue to encourage the use of escrowed savings offered by your Resident Initiatives Program for home ownership.
 - 4(a) Refer program participants to service providers for home buyer assistance.

Objective:#3

Provide or attract supportive services to increase independence for elderly or families with disabilities.

- 1) **Strategies:** Continue to enhance the viability of the Parson's Resident Association as a 501C-3, by providing technical assistance and support.
 - 1(a) Staff assigned to provide on-going assistance
- 2) Continue to provide technical assistance for accounting and taxes. Promote the delivery of quality support systems by owners of SRO Moderate Rehab projects.
 - 2(a) Quarterly meetings with SRO owners and SHA staff to review operation. Continue to encourage the involvement of the social work departments of local institutions of higher learning and other local service agencies in the development/operation of innovative support systems.
- 3) Implement new services to Parson's Residents through the ROSS Grant

STRATEGIC GOAL #4: Ensure Equal Opportunity in Housing for all Citizens.

Objective:#1

Undertake affirmative measures to ensure access and a suitable living environment to assisted housing regardless of race, color, religion, national origin, sex, familial status, age and disability.

Strategies:

- 1) Ensure annual training of all SHA staff in Fair Housing Principles and procedures.
- 2) Expand marketing of all housing opportunities throughout the SHA service area.
 - 2(a) Continue to provide Landlord listings for Housing Choice Voucher participants
 - 2(b) Provide information to Housing Choice Voucher participants of rental property location that promote a deconcentration of poverty.
- 3) Provide assistance to families in need of reasonable accommodation.
- 4) Establish clear designation of staff responsibility for equal opportunity compliance.
 - 4(a) Executive Director for grievance hearings
 - 4(b) Director of Assisted Housing and Director of Assets for ADA compliance

5) Partner with HUD, landlord, realtor and lender associations to provide education regarding ADA and other Fair Housing issues for landlords.

STRATEGIC GOAL #5: Improve SHA long-term financial stability.

Objective: #1

All housing developments will be self-sustaining utilizing diverse financing and funding sources.

Strategies:

- 1) Continue financial projections scenarios that indicate the fiscal impact of alternative programs and development decisions.
- 2) Through development and asset and property management fees expand revenue sources for the operation of SHA
- 3) Develop an SHA business plan.

Objective: #2

Develop annual budgets that implement SHA goals and strategies and reflect program costs.

Strategies:

- 1) Identify efficiencies and cost savings for SHA programs and staffing plan.
- 2) Monitor and evaluate expanded property management services
 - 2(a) Explore marketing property management services to non-profit housing providers
- 4) Expand Departmental Budgeting process

Objective: #3

Explore possibilities to expand the service area of SHA

Strategies:

- 1) Discuss the creation of a consortia with other housing authorities in the Inland Northwest.
- 2) Explore expansion of SHA to other counties if state law is amended.
- 3) Continue to negotiate interlocal agreements with new governmental entities within Spokane County

STRATEGIC GOAL #6

Expand and enhance the public image of SHA.

Objective: #1

Continue to use all available media to inform the general public about housing needs and successes.

Strategies:

- 1) Help to educate the general public on how people can become involved in creating housing solutions by offering increased presentation to local groups and organizations.
- 2) Update and release informational brochures and regular updates on WEB site
- 3) On-going and consistent contact by the Executive Director with media representatives
- 4) Continue staff participation in local community coalitions and organizations.

Objective #2

Regularly evaluate marketing tools for SHA's properties.

STRATEGIC GOAL #7

Promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing community.

Objective #1

Standardize with performance measures job tasks and assignments.

Strategies:

- 1) Maintain and update a comprehensive SHAPolicy/Procedure Manual.
 - 1(a) Update desk manuals as needed to provide greater detail to specific job positions and tasks assignments – Continue to analyze work practices to enable staff to complete work safely.
- 2) Continue to analyze capital needs for improved work environment.
- 3) Analyze staff workloads and identify new expanded tasks requiring skills and capacities not currently included in organizational structure.
- 4) Develop a 3-year information systems plan

Objective #2

Enhance training opportunities and communications systems for all levels of staff.

Strategies:

- 1) Develop a training plan for each staff person at SHA.
- 2) Identify and make available training opportunities for staff.
 - 2(a) Update annual all -staff-training plan with monthly training for all staff
- 3) Provide monthly supervisor training for all staff with supervisory responsibilities.

**PHA Plan
Agency Identification**

PHAName: Spokane Housing Authority

PHANumber: WA055

PHAFiscalYearBeginning: 07/2003

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

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

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

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

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

PHA local offices

5-YEAR PLAN
PHAF ISCAL YEARS 2003 -2007
 [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: (state mission here)

The Spokane Housing Authority is dedicated to increasing safe, affordable housing and providing opportunities for persons experiencing barriers to housing.

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN EACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEAR S.** (Quantifiable measures would include targetss 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:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
Provide SHA tax -exempt bonding capacity to enhance affordable housing development activities of local non -profit entities. Provide project voucher to preserve affordable housing and assist in making projects financially stable.[Attachment wa055n01]
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
 Objectives:
 - Improve public housing management: (PHAS score) 92
 - Improve voucher management : (SEMAP score) 89

At this time, HUD has not published last year's SEMAP scores we are listing the scores from FY02.

- Increase customer satisfaction:
 - Complete annual customer satisfaction survey**
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Continue to provide voucher mobility counseling with special emphasis on deconcentration opportunities .**
 - Conduct outreach efforts to potential voucher landlords
 - Continue to publish Landlord Liaison Newsletter on a quarterly basis.**
 - Continue meeting with Landlord Advisory Group quarterly**
 - Offer an annual Landlord Symposium.**
 - Submit informational articles to Inland Empire Rental Association monthly newsletter.**
 - Increase voucher payment standards
 - Spokane County VPS will beat 106.5% of FMR if rent reasonable.**
 - Stevens, Pend Oreille, Whitman and Lincoln Counties VPS will beat 107% of FMR if rent reasonable.**
 - Implement voucher homeownership program:
 - Explore Section 8 Home Ownership Program and identify local partners**
 - Implement public housing or other homeownership programs:
 - Continue to encourage use of escrowed savings by graduating participants in FSS Program for home purchase.**
 - Continue to partner with local developers for Home Ownership Program through "The Welcome Home Program"**
 - Implement public housing site -based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- 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: (list below)
Continue to market SHA Public Housing to ensure a mix of incomes throughout the program.
Maintain screening procedures.
Continue to work with local law enforcement to enhance the safety of SHA housing and the neighborhoods in which they are located.
Maintain Crime Free Multi-Family status for all SHA -owned properties.

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:
Continue to implement Welfare-to-Work strategies to develop family work plans that promote employment.
Implement Resident Opportunities strategies to develop family work plans that promote employment.
 - Provide or attract supportive services to improve assistances recipients' employability:
Enhance the working relationship with partners for both the ROSS and WtW Programs.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
Continue to enhance the viability of the Parsons Resident Association.
Provide on-site case management at the Parsons Apartments through the ROSS grant.
Promote the delivery of quality support services by owners of SRO projects.
Work with social work departments of local institutions of higher learning to develop programs that would be beneficial to SHA residents.
 - Other: (list below)

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

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

- Undertakeaffirmativemeasurestoensureaccessstoassistedhousingregardless of race,color,religion,nationalorigin,sex,familialstatus,anddisability:
EnsureannualtrainingofallSHAstaffinFairHousingprinciplesand procedures.
Partnerwithlandlordassociationstoprovidetrainingto Housing ChoiceVoucherLandlords.
- Undertakeaffirmativemeasurestoprovideasuitablelivingenvironmentfor familieslivinginassistedhousing,regardless ofrace,color,religionnational origin,sex,familialstatus,anddisability:
- Undertakeaffirmativemeasurestoensureaccessiblehousingtopersonswithall varietiesofdisabilitiesregardless ofunitsizerequired:
Continuetosupportcompletionofadatabaseoflocalaccessible housingunits.
- Other:(listbelow)

OtherPHAGoalsandObjectives:(listbelow)

Annual PHA Plan
PHA Fiscal Year 2003
 [24CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan :

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

N/A

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.

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration [wa055a01]
- FY2003 Capital Fund Program Annual Statement [wa055b01]
- Most recent board - approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart [wa055h01]
- FY2003 Capital Fund Program 5 Year Action Plan [wa055c01]
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) [wa055f01]
- Other (List below, providing each attachment name)
 - Public Housing Asset Management Table [wa055d01]
 - RAB and Resident Membership of the PHA Governing Board [wa055e01]
 - RAB Meeting Minutes October 2002 [wa055f01]
 - Public Housing Pet Policy [wa055g01]
 - Cooperative Agreement between PHA and TANF Agency [wa055i01]
 - FSS Annual Report [wa055j01]
 - Welfare to Work Strategic Plan [wa055k01]
 - Voluntary Conversion of Public Housing Market Analysis [wa055l01]
 - SHA Program Chart [wa055m01]
 - Policy for housing choice project vouchers and selection criteria [wa055n01]
 - Statement of progress in meeting 5-year plan mission and goals [wa055o01]
 - Implementation of Public Housing Resident Community Service Requirements [wa055p01]
 - Other Public Comment [wa055q01]

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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
X	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
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program	Annual Plan: Safety and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Crime Prevention
	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24CFR Part 903.79 (a)]

Strategies for Addressing Needs:

In the year 2003, the Spokane Housing Authority (SHA) will use all reasonable effort to provide safe and affordable housing to extremely low -income, very low -income and low -income residents of Spokane, Stevens, Whitman, Pend Oreille and Lincoln Counties.

- **SHA plan to purchase and/or construct housing units of mixed income**
- **Provide opportunities for homeownership through The Welcome Home Program.**
- **Continue to seek opportunities to partner with for -profit and non -profit developers.**
- **Preserve affordable housing through the purchase of Project Based Section 8 units in the affordable housing market.**
- **Continue to expand the tenant -based housing choice voucher program.**
- **SHA will be flexible and responsive to the needs of four communities by providing conduit bond financing for low -income housing development and rehab .**
- **SHA is committed to addressing the need of special needs and senior low -income households through the use of project -based vouchers.**

Finally, in addition to providing ongoing rental assistance to 4000 families, the Spokane Housing Authority will continue to assist hundreds of families under the Welfare to Work and Family Unification Programs. Each of these families will be given the opportunity to

participate in our Family Self Sufficiency Program and will be referred to a number of other community service organizations to help maximize individual success.

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

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

Housing Needs of Families in the Jurisdiction by Family Type (Spokane County)							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	14,805	5	5	5	3	5	5
Income > 30% but <= 50% of AMI	12,719	5	5	5	3	5	4
Income > 50% but < 80% of AMI	14,026	3	4	5	3	4	3
Elderly	11,667	4	4	4	5	3	2
Families with Disabilities	13,962	5	5	5	5	4	4
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

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
2001-2005 Washington State Consolidated Plan
2000 Spokane Housing Affordability Report
2000-2002 Spokane County Consolidated Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Housing Needs of Families in the Jurisdiction by Family Type (Stevens County)							
Family Type	Overall	Afford-ability	Supply	Quality	Access	Size	Location
Income <= 30% of AMI	1019	5	5	5	3	5	5
Income > 30% but <= 50% of AMI	752	5	5	5	3	5	4
Income > 50% but < 80% of AMI	776	3	4	5	3	4	3
Elderly	689	4	4	4	5	3	4
Total Families with Disabilities	1405	5	5	5	5	4	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
2001 – 2005 Washington State Consolidated Plan
- U.S. Census Data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset.
- American Housing Survey Data
Indicate Year:

Housing Needs of Families in the Jurisdiction by Family Type (Whitman County)							
Family Type	Overall	Afford-ability	Supply	Quality	Access	Size	Location
Income <= 30% of AMI	1,716	5	5	5	3	5	5
Income > 30% but <= 50% of AMI	1,088	5	5	5	3	5	4
Income > 50% but < 80% of AMI	959	4	4	5	3	4	3

Elderly	668	4	4	4	5	3	4
Total Families with Disabilities	846	5	5	5	5	4	5

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
2001 –2005 Washington State Consolidated Plan
- U.S. Census Data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset.
- American Housing Survey Data
Indicate Year:

Housing Needs of Families in the Jurisdiction by Family Type (Lincoln County)							
Family Type	Overall	Affordability	Supply	Quality	Access	Size	Location
Income <=30% of AMI	189	5	5	4	3	5	5
Income >30% but <=50% of AMI	189	5	5	4	3	5	4
Income >50% but <80% of AMI	287	3	4	3	3	4	3
Elderly	248	4	4	5	5	3	4
Total Families with Disabilities	382	5	5	5	5	4	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
2001 –2005 Washington State Consolidated Plan

U.S.CensusData:theComprehensiveHousingAffordabilityStrategy(“CHAS”) dataset.

AmericanHousingSurveyData
Indicate Year:

HousingNeedsofFamiliesintheJurisdiction byFamilyType(PendOreilleCounty)							
FamilyType	Overall	Afford- ability	Supply	Quality	Access	Size	Location
Income <=30%of AMI	439	5	5	5	3	5	5
Income>30% but<=50%of AMI	253	5	5	5	3	5	4
Income>50% but<80%o f AMI	225	3	4	5	3	4	3
Elderly	274	4	4	4	5	3	4
TotalFamilies with Disabilities	559	5	5	5	5	4	4

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?Checkallthatapply;all materials must be made available for public inspection.

ConsolidatedPlanoftheJurisdiction/s
Indicate year:
2001 –2005 Washington State Consolidated Plan

U.S.CensusData:theComprehensiveHousingAffordabilityStrategy(“CHAS”) dataset.

AmericanHousingSurveyData
Indicate Year:

**B. Housing Needsof FamiliesonthePublicHousingandSection8Tenant
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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needsof FamiliesontheWaitingList			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1443		25
Extremely low income <= 30% AMI	119	.08	
Very low income (>30% but <=50% AMI)	976	.68	
Low income (>50% but <80% AMI)	345	.24	
Families with children	1101	.76	
Elderly families	49	.03	
Families with Disabilities	452	.31	
Race/ethnicity -W	1214	.84	
Race/ethnicity -B	105	.07	
Race/ethnicity -A	25	.001	
Race/ethnicity -NA	98	.07	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	290	.20	

Housing Needs of Families on the Waiting List			
2BR	746	52	
3BR	336	23	
4BR or more	66	.05	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant -based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site -Based or sub -jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2787		1200
Extremely low income <=30% AMI	273	.10	
Very low income (>30% but <=50% AMI)	1889	68	
Low income (>50% but <80% AMI)	614	22	
Families with children	1582	57	
Elderly families	153	.05	
Families with Disabilities	962	35	
Race/ethnicity -W	2386	86	
Race/ethnicity -B	176	.06	
Race/ethnicity -A	49	.017	
Race/ethnicity -NA	175	.06	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR or more			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -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)
Award Project -Based Vouchers

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
Provide Experience and training for volunteers.
Employ admissions preferences aimed at terminally ill.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

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

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	218,522	
b) Public Housing Capital Fund	220,000	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	21,049,118	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	125,000	
h) Community Development Block Grant		
i) HOME	560,000	TBRA
Other Federal Grants (list below)		
HOPWA	340,000	TBRA
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2002 CFP	223,944	P.H. Capital Needs

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
	281,428	P.H. Operations
4. Other income (list below)		
Public Housing Interest Income	3,000	P.H. Operations
Section 8 Interest Income	5,000	Section 8 Operations
4. Non-federal sources (list below)		
Property Management Fees	184,000	Bond & Tax Credit Management
Cheney Care Bond Fees	6,000	Development
Total resources	23,216,012	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: **1-10 places on waiting list**
- When families are within a certain time of being offered a unit: **1-3 months**
- Other: (describe) **As units become available**

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

- Criminal or Drug-related activity
- Rental history

- Housekeeping
- Other(describe)

Utility Bill Payment History

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes?(either directly or through an NCIC -authorized source)

(2) Waiting List Organization

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

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

Applicants May Indicate Area/Project Preferences

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

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

SHA Website (downloadable form available)

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

To Provide Reasonable Accommodation

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

4. Relationship of preference to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families 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)

HUD

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) development 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 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 need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

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

Current and Past Landlord/Tenant History

(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)

SHA Website (downloadable form available)
SHA Local Offices in Stevens and Pend Oreille Counties
CAC Office in Pullman, WA
Lincoln County H.A. Office

(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 applicant made reasonable efforts during the 60 -day period to secure housing or; medical emergency prevented housing search efforts or; a request for reasonable accommodation is submitted and approved.**

(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 do est 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 **(Whitman County Only)**
- Substandard housing **(Whitman County Only)**
- Homelessness **(Whitman County Only)**
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

Terminal Illness (Spokane, Stevens, Pend Oreille and Lincoln Counties)
Children under 18 years of age in the household (Whitman County Only)
Disabled (Whitman County Only)
Elderly (Whitman County Only)

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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

1 Other preference(s) (list below)

- Terminal Illness (Spokane, Stevens, Pend Oreille and Lincoln Counties)**
- Children under 18 years of age in the household (Whitman County Only)**
- Disabled (Whitman County Only)**
- Elderly (Whitman County Only)**

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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)

Media, Newsletters, Flyers and Community Networking

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies : (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the we If a 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 percent that is less than 30% of adjusted income?

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent determination:

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

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

0 Rents
Change in family composition
Decrease in income

- 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.)

- These 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)

- 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(listbelow)
Deconcentration

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

- Annually
 Other(listbelow)

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(listbelow)

Deconcentration

(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. [wa055g01]
 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.)

ProgramName	UnitsorFamiliesServedat YearBeginning	Expected Turnover
PublicHousing	125	.024%
Section8Vouchers	3549	12%
Section8Certificates	0	NA
Section8ModRehab	124	80%
SpecialPurposeSection 8Certificates/Vouchers (listindividually)	MainstreamVouchers -157	1%
	FamilyUnification -72	1%
	WelfaretoWork -607	13%
	HOPWA -49	1%
PublicHousingDrug EliminationProgram (PHDEP)	NA	
OtherFederal Programs(list individually)	ROSS -58	None
	FSS/IFF -268	12%
	HOME -124	6%

C.ManagementandMaintenancePolicies

ListthePH A'spublichousingmanagementandmaintenancepolicydocuments,manualsandhandbooksthatcontain theAgency'srules,standards,andpolicies thatgovernmaintenanceandmanagementofpublichousing,includinga descriptionofanymeasuresnecessaryfort hepreventionoreradicationofpestinfestation(whichincludescockroach infestation)andthepoliciesgoverningSection8management.

(1) PublicHousingMaintenanceandManagement:(listbelow)

ACOP

ProcurementPolicy

PropertyManagementOperationsManual

ScheduleofMaintenanceCharges

(2)Section8Management:(listbelow)

HousingChoiceVoucherAdministrativePlan

6.PHAGrievanceProcedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocomplete component6.Section8 -Only PHAsareexemptfromsub -component6A.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

The Parsons Apartments Office

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA 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)

Stevens County Office, Pend Oreille County Office, Whitman County CAC, Lincoln County Office

7. Capital Improvement Needs

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub-component 7A: PHA 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

libraryattheendofthePHAPlantemplate **OR**,atthePHA'soption,bycompletingandattachingaproperlyupdated HUD-52837.

Selectone:

TheCapitalFundProgramAnnualStatementisprovidedasanattachmenttothePHA PlanatAttachment[wa055b01]

-or-

TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected, copythe CFPAnnualStatementfromtheTableLibraryandinsertthere)

(2)Optional5 -YearActionPlan

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatementcanbe completedbyusingthe5YearActionPlan ableprovidedinthetablelibraryattheendofthePHAPlantemplate **OR** bycompletingandattachingaproperlyupdatedHUD -52834.

a. Yes No:IsthePHAprovidinganoptional5 -YearActionPlanfortheCapitalFun d?(if no,skiptosub -component7B)

b.Ifyes toquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmenttothePHA PlanatAttachment[wa055c01]

-or-

TheCapitalFundProgram 5- YearActionPlanisprovidedbelow:(ifselected,copythe CFPoptional5YearActionPlanfromtheTableLibraryandinsertthere)

B.HOPEVIandPublicHousingDevelopmentandReplacementActivities (Non-CapitalFund)

Applicabilityofsub -component7B:AllPHAsadministeringpublichousing.IdentifyanyapprovedHOPEVIand/or publichousingdevelopmentorreplacementactivitiesnotdescribedintheCapitalFundProgramAnnualStatement.

Yes No:a)Hast hePHAreceivedaHOPEVIrevitalizationgrant?(ifno,skipto questionc;ifyes,provideresponsestoquestionbforeachgrant,copying andcompletingasmanytimesasnecessary)
b)StatusofHOPEVIrevitalizationgrant(completeonesetofquestions for eachgrant)

1.Developmentname:

2.Development(project)number:

3.Statusofgrant:(selectthestatementthatbestdescribesthecurrentstatus)

- 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:
Conversion

8.D Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

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

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input checked="" type="checkbox"/> Other (explain below) Financial Assessment Results Submitted with the Plan
3. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to

block5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PH As 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 HOME 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 HOPEI 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 **smallPHA** or **highperformingPHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2.A Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? [wa055i01]

If yes, what was the date that agreement was signed? 04/07/1999

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

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

Coordinate with the local child welfare agency to provide housing under the Family Unification Program

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

Attachment [wa055p01]

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(m)]

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

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

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

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

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

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

- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrugprograms
- Other(describewhatbelow)

2. Whichdevelopmentsaremostaffected?(listbelow)

ParsonsApartments#WA1 9PO55001
75Scattered -SiteUnits#WA19PO55002,004,006,007

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplanstoundertakein thenextPHAfiscalyear

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:(selectall thatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionofcrime -and/or drug-preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors
- VolunteerResidentPatrol/BlockWatchersProgram
- Other(describewhatbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

ParsonsApartments#WA19PO55001
75Scattered-SiteUnits#WA19PO55002,004,006,007

C.CoordinationbetweenPHAandthepolice

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carrying outcrimepreventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoingevaluationofdrug - eliminationplan
- Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisesupportevictioncases
- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionofabove - baselinelawenforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

Parsons Apartments #WA19PO55001

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. PET POLICY

[24CFR Part 903.79(n)]

Attachment [wa055g01]

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)]

- 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.)
- Yes No: Was the most recent fiscal audit submitted to HUD?
- Yes No: Were there any findings as the result of that audit?
- Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
- Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24CFR Part 903.79(q)]

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

- 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)

Development/Maintenance of Comprehensive Computerized Life -Cycle Costing System

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

Asset Management Narrative

The Spokane Housing Authority defines asset management as the active and strategic pursuit of four long-term social, physical, and financial goals from predevelopment through the administration and disposition of a property or portfolio.

The functions of asset management include:

- Reporting and monitoring oversight
- Managing and Maintenance
- Selecting the right property management
- Negotiating a contract if outside management
- Ongoing oversight
- Develop policies for asset and property management
- Goal setting and performance measurement
- Risk management
- Acquisition review
- Construction/Rehab involvement
- Consult on disposition
- Resident relations
- Ensure compliance

The Asset Manager has four important responsibilities:

1. Gathering and interpreting key information
2. Evaluating and performance of the property manager
3. Reporting and findings, conclusions and analysis to the Executive Director and Board of Commissioners as well as recommending actions
Proposing a budget for each property for the coming fiscal year

Specifically in Fiscal Year 2003:

- All properties will utilize site based budgeting
- A life -cycle replacement schedule database is in development that will track the lifecycle of building components and provide cost information for replacement based on the Means Book revised annually. It will be available to all staff at every community through the Internet Website. SHA will be able to add new communities and new components at existing facilities. This will allow for more accuracy in capital improvement planning at all SHA communities
- The Asset Manager will be involved in the review of potential developments for acquisition, construction/rehab or disposal
- A resident satisfaction survey will be conducted to form a baseline for improving resident relations

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?

The RAB reviewed the proposed Agency Plan at their October 2002 meeting and revisions were suggested. Minutes from the RAB October 21, 2002 meeting are attached [wa055f01]

no

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

Attached at Attachment (Filename)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

**Self-Nomination to the Mayor of the City of Spokane and Spokane County
Board of Commissioners**

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)

**Mayor of the City of Spokane
Spokane City Council
Spokane County Commissioners**

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

Narrative in support of Consolidated Plan

D. Other Information Required by HUD

1. Definition of "Substantial Deviation" and "Significant Amendment or Modification" to the Agency Plan:

A Housing Authority is required to identify in its Annual Plan the basic criteria that will be used to determine what constitutes a "substantial deviation" from the Five Year plan and/or a "significant amendment or modification" to either the Five Year plan or the Annual plan.

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 Spokane Housing Authority 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 will be considered to constitute a substantial deviation or significant amendment or modification:

- A material change in the policies regarding the manner in which tenant rent is calculated**

- **A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list**
- **Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities not previously identified in the Agency Plan**
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.

Attachments

- A. Admissions Policy for Deconcentration**
- B. Capital Fund Program Annual Statement**
- C. FY2003 Capital Fund Program 5 -Year Action Plan**
- D. Public Housing Asset Management Table**
- E. RAB and Resident Membership of the PHA Governing Board**
- F. RAB Meeting Minutes October 21, 2002**
- G. Public Housing Pet Policy**
- H. PHA Management Organizational Chart**
- I. Cooperative Agreement Between PHA and TANF Agency**
- J. FSS Annual Report**
- K. Welfare to Work Strategic Plan**
- L. Conversion of Public Housing to Tenant -Based Assistance Market Analysis**
- M. Program Chart**
- N. Policy for Housing Choice Vouchers and Selection Criteria**
- O. Statement of Progress in Meeting 5 -Year Plan Mission and Goals**
- P. Implementation of Public Housing Resident Community Service Requirements**
- Q. Other Public Comments**

ATTACHMENT A

DECONCENTRATION POLICY

It is Spokane Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Spokane Housing Authority has only 125 units of Public Housing: the Parsons Apartments a 50 unit complex located in the downtown area and 75 scattered site units located in all areas of the City and County. Spokane Housing does feel by virtue of location we accomplish deconcentration of poverty. We will however, skip families on the waiting list to reach other families with a lower or higher income should a situation/need arise. We will accomplish this in a uniform and non-discriminating manner.

The Spokane Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income level of families residing in each of our developments, the income level of census tracts in which our developments are located, and the income level of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

AttachmentB

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHAName: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) XX Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	74,273		74,273	53,012	
3	1408 Management Improvements					
4	1410 Administration	15,916		15,916	15,916	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	8,995		8,995	8,995	
10	1460 Dwelling Structures	121,332		121,332	121,332	
11	1465.1 Dwelling Equipment — Nonexpendable	8,850		8,850	8,850	
12	1470 Non Dwelling Structures					
13	1475 Non Dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	1,000		1,000	1,000	
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	230,366		230,366	209,105	
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 compliance					
24	Amount of line 21 Related to Security — Soft Costs					
25	Amount of Line 21 Related to Security — Hard Costs	10,082		10,082	10,082	
26	Amount of line 21 Related to Energy Conservation Measures					

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

PHAName: SPOKANEHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramGrantNo: WA19P055501-00 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2000		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
55001	TemporaryTenantRelocationduring replacingADAshowers	1495.1	1	1,000		1,000	1,000	Completed
55001	Replacesecuritycall -system	1460	1	10,082		10,082	10,082	Completed
55001	Replacecarpetingin12units	1460	12	6,417		6,417	6,417	Completed
55002	Replace&installasindicated byLife CycleCostingSystem:decks,siding, roofs,furnaces,garagedoors	1460	26	54,392		54,392	54,392	Completed
55002	ReplaceasindicatedbyLifeCycle CostingSystem:ranges,refrigerators, waterheaters	1465.1	9	2,500		2,500	2,500	Completed
55004	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,furnaces,garagedoors	1460	9	9,336		9,336	9,336	Completed
55004	ReplaceasindicatedbyLifeCycle CostingSystem:ranges,refrigerators, waterheaters	1465.1	4	1,500		1,500	1,500	Completed
55006	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings,furnaces,garage doors	1460	18	28,025		28,025	28,025	Completed

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

PHAName: SPOKANEHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramGrantNo: WA19P055501-00 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2000		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
55006	ReplaceasindicatedbyLifeCycle CostingSystem:ranges,refrigerators, waterheaters	1465.1	6	2,000		2,000	2,000	Completed
55006	Landscaping&fences	1450	4	8,995		8,995	8,995	Completed
55007	ReplaceasindicatedbyLifeCycle CostingSystem:ranges,refrigerators,	1465.1	7	2,000		2,000	2,000	Completed
55008	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings,furnaces,garage doors	1460	7	13,080		13,080	13,080	Completed
55008	Replaceasindicatedby LifeCycle CostingSystem:ranges,refrigerators,	1465.1	3	850		850	850	Completed
HAWIDE	ADMINISTRATION	1410		15,916		15,916	15,916	Completed
HAWIDE	OPERATIONS	1406		74,273		74,273	53,012	Workin Process

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

PHAName: SPOKANE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program No: WA19P055501-00 Replacement Housing Factor No:	Federal FY of Grant: 2000
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
55001	3/31/2002		3/31/2002	9/30/2004		12/31/2002	
55002	3/31/2002		3/31/2002	9/30/2004		12/31/2002	
55004	3/31/2002		3/31/2002	9/30/2004		12/31/2002	
55006	3/31/2002		3/31/2002	9/30/2004		12/31/2002	
55007	3/31/2002		3/31/2002	9/30/2004		12/31/2002	
55008	3/31/2002		3/31/2002	9/30/2004		12/31/2002	
HAWIDE	3/31/2002		3/31/2002	9/30/2004			

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

PHAName: SPOKANE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: WA19P055501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 X Performance and Evaluation Report for Period Ending: 12/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	123,282		123,282	54,515
3	1408 Management Improvements				
4	1410 Administration	23,480		23,480	10,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	88,034		88,034	83,632
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	234,796		234,796	148,147
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHAName: SPOKANEHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramGrantNo: WA19P055501-01 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2001		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
55002	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings	1460	5	13,619		13,619	13,619	Completed
55004	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings	1460	7	17,125		17,125	17,125	Completed
55006	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings	1460	9	21,527		21,527	17,125	InProgress
55007	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings	1460	8	20,564		20,564	20,564	Completed
55008	Replace&installasindicatedbyLife CycleCostingSystem:decks,siding, roofs,floorcoverings	1460	6	15,199		15,199	15,199	Completed
HAWIDE	Operations(Salaries,Maintenance, ApplianceReplacement,Repairs)	1406		123,282		123,282	54,515	InProgress
HAWIDE	Administration	1410		23,480		23,480	10,000	InProgress

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

PHAName: SPOKANEHOUSINGAUTHORITY		GrantTypeandNumber CapitalFundProgramGrantNo: WA19P055501-01 ReplacementHousingFactorGrantNo:				FederalFYofGrant: 2001		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	

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

PHAName: SPOKANEHOUSIN G AUTHORITY	Grant Type and Number Capital Fund Program No: WA19P055501-01 Replacement Housing Factor No:	Federal FY of Grant: 2001
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
55001	3/31/2003		12/2002	6/30/2005		12/31/2002	
55002	3/31/2003		12/2002	6/30/2005		12/31/2002	
55004	3/31/2003		12/2002	6/30/2005		12/31/2002	
55006	3/31/2003		12/2002	6/30/2005			
55007	3/31/2003		12/2002	6/30/2005		12/31/2002	
55008	3/31/2003		12/2002	6/30/2005		12/31/2002	
HAWIDE	3/31/2003		12/2002	6/30/2005			

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

PHAName: SPOKANE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: WA19P055501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 xx Performance and Evaluation Report for Period Ending: 12/31/2002 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	208,944		208,944	-0-
3	1408 Management Improvements				
4	1410 Administration	15,000		15,000	-0-
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 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	223,944		223,944	-0-
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHAName: SPOKANE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: WA19P055501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 X Performance and Evaluation Report for Period Ending: 12/31/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds				
2	1406 Operations	220,000			
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 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	220,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

AttachmentC
CapitalFundProgramFive -YearActionPlan
PartI:Summary

PHANameSPOKANEHOUSING AUTHORITY				XOriginal5 -YearPlan <input type="checkbox"/> RevisionNo:	
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2003	WorkStatementforYear3 FFYGrant:2004 PHAFY:2004	WorkStatementforYear4 FFYGrant:2005 PHAFY:2005	WorkStatementforYear5 FFYGrant:2006 PHAFY:2006
	Annual Statement				
55001/Parsons		-0-	-0-	-0-	-0-
55002/ScatteredSites		-0-	-0-	-0-	-0-
55004/ScatteredSites		-0-	-0-	-0-	-0-
55006/ScatteredSites		-0-	-0-	-0-	-0-
55007/ScatteredSites		-0-	-0-	-0-	-0-
55008/ScatteredSites		-0-	-0-	-0-	-0-
HAWide/Operations		230,000	230,000	230,000	230,000
HAWide/MgmtImpr		-0-	-0-	-0-	-0-
HAWide/Administr		-0-	-0-	-0-	-0-
CFPFundsListedfor 5-yearplanning		230,000	230,000	230,000	230,000
ReplacementHousing FactorFunds					

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages —WorkActivities

Activitiesfor Year1	ActivitiesforYear: 2003_ __ FFYGrant:2003 PHAFY:20 03			ActivitiesforYear:2004 FFYGrant:2004 PHAFY:2004		
	Development Name/Number	MajorWorkCategories	EstimatedCost	Development Name/Number	MajorWorkCategories	EstimatedCost
See	HAWIDE	Operations	230,000	HAWIDE	Operations	230,000
Annual						
Statement						
	TotalCFPEstimatedCost		\$230,000			\$230,000

Attachment D

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location*	Number and Type of units	Capital Fund Program Parts II and III Component 7a	Development Activities Component 7b	Demolition/disposition Component 8	Designated housing Component 9	Conversion Component 10	Home-ownership Component 11a	Other (describe) Component 17
<i>HAWIDE</i>	<i>NA</i>	<i>\$223,944</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>

ATTACHMENT E

RESIDENT MEMBERSHIP OF THE PHAG GOVERNING BOARD

Name	Appointment	Term Expiration Date
Julia Rahmaan	June 16, 1998	March 15, 2006

Appointed by the Mayor of the City of Spokane and Spokane County Commissioners

RESIDENT ADVISORY BOARD MEMBERS

Sue Ellen Reese – President	Terry Allbritton
Diane Jensen	Rhea Coble

Attachment F

RESIDENT ADVISORY BOARD Minutes October 21, 2002 Attendees: Sue Ellen Reese, Rhea Coble, Terry Allbritton, and Cori Nagele SH Liaison		
TOPIC	DISCUSSION	ACTION
Strategic Plan & 5yr Agency Plan	Review and APPROVED Strategic Plan and Five year Agency Plan	Completed
Bulletin Board Space	A section of the bulletin board, in the reception area, has been approved for RAB to utilize. We will be putting up a small poster along with applications for new members.	
Termination of RAB members due to non attendance.	Two letters, notifying members of removal from committee, have been drafted. The two letters will be combined into one.	Sue Ellen
Membership	Contact will be made to the following people to distribute applications. Lucy, Property Mgmt. Director - properties owned by SHA. Kathy Ball, Director of Assisted Housing . Cindy and Jennifer - IFF newsletter. SNAP DSHS Community Colleges/Universities Clubs, organizations where numerous SHA residents attend. Reminder- The need for an increased representation from minority populations and outside Spokane city.	Sue Ellen will obtain contact information. Then committee members will divide list and contact people.
RAB Application	Draft design and syntax of flyer and application. Contact Cory for paper and printing supplies and cost.	Terry, Sue Ellen, Cory
Article of RAB Committee	Attempt to get article printed in The CommuniQue' (V.O.I.C.E.S.)	Sue Ellen

ATTACHMENT G

SHAPUBLICHOUSINGP ETPOLICY

EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

PETSINPUBLICHOUSINGPROJECTS

The Spokane Housing Authority will allow for pet ownership in all units designated for use by elderly and/or disabled families in any project or building. The Authority also allows pets in its scattered site family units in accordance with the terms of this policy.

APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

TYPESANDNUMBEROPETS

The Spokane Housing Authority will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be neutered and spayed. All animals must be indoor pets only.

Only one (1) pet or aquarium per unit is allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed thirty (30) pounds in weight.

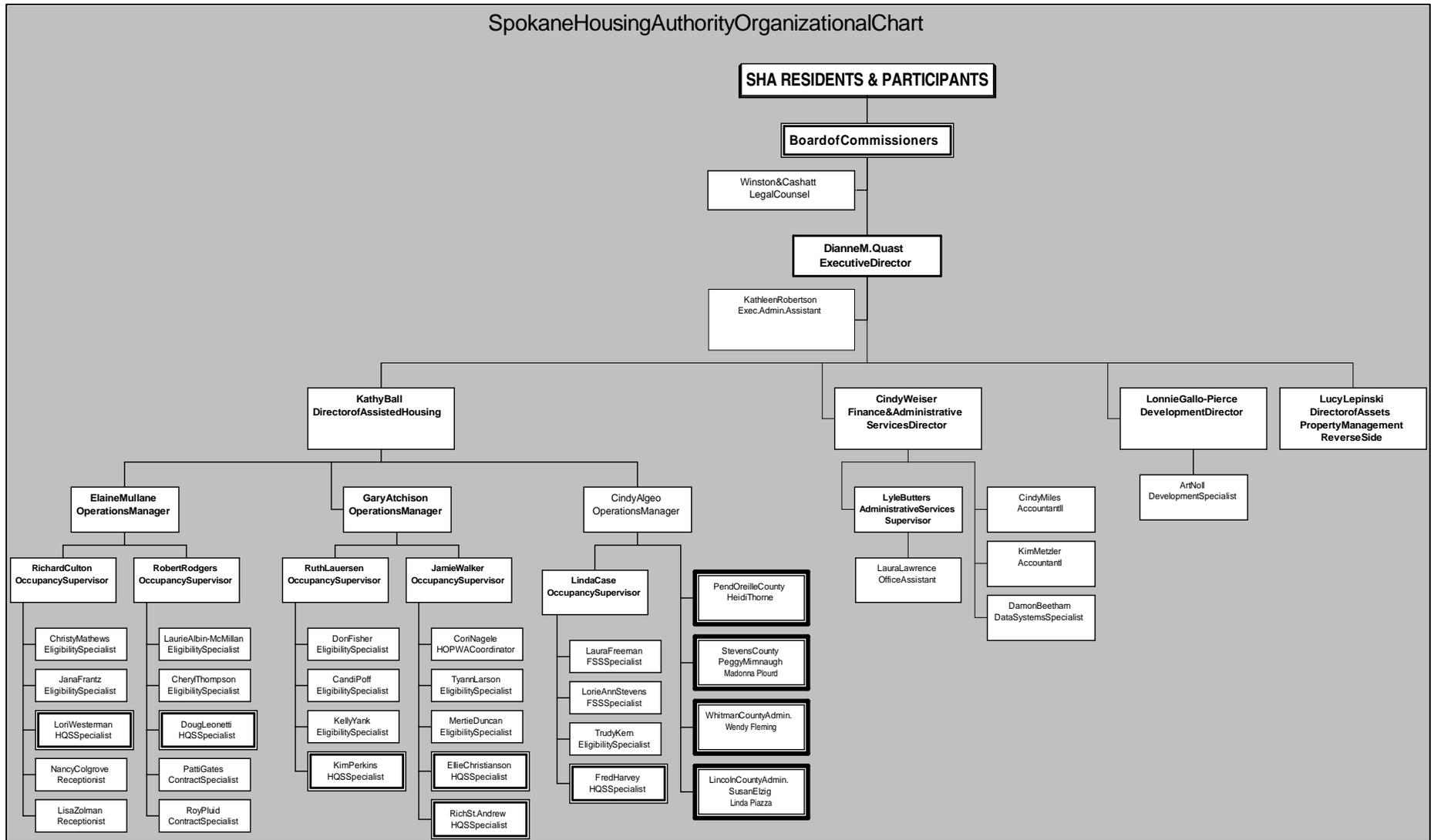
INOCULATIONS

It is the responsibility of the resident to secure for their pet appropriate licensing and inoculations against rabies and other conditions prescribed by local ordinances.

PETDEPOSIT

- A. A pet deposit of \$100.00 is required at the Parsons Apartments at the time of registering a pet. The deposit is refundable when the pet or the individual/family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.
- B. A pet deposit of \$250.00 is required for the scattered site units. The deposit is refundable when the pet and/or family/individual vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

Note: In either instance, should the cost of correcting pet -caused damages exceed the deposit amount, such additional cost must be paid by the resident.



SHAPROPERTYMANAGEMENTDEPARTMENT

LucyLepinski
DirectorofAssets

RandyRollins
AccountantIII

SharlynnHidy
PropertyManager

MysteryCouture
CommunitySupervisor
Heritage/Westfall

ShannonGlaser
CommunitySupervisor
Valley206

Jessicalawrence
CommunitySupervisor
CedarWest

ChrisPasquale
CommunitySupervisor
Parsons
ScatteredSites

CommunitySupervisor
Woodhaven

SalemArms
Newark

JenniferBalaszi
ComplianceSpecialist

PaulDenneny
MaintenanceMechII

PolinaDudla
OfficeAssistant

CliffButler
MaintenanceMechII

DebbieWolff
OfficeAssistant

DevinGlaser
MaintenanceMechI

WesDrollinger
JonLange
JonGriffin
MaintenanceMechIII

RichGraham
ResidentManager

Assistant

KimMetzler
ResidentManager
Courtview

BartDanielson
MaintenanceMechI

ArtWanrow
MaintenanceMechI

SusanLangston
MaintenanceMechI

ATTACHMENT I

Cooperation Agreement for Economic Self-Sufficiency Between the Spokane Housing Authority and Region I Dept. of Social and Health Services Community Services Division

Memorandum of Agreement

This Memorandum of Agreement (MOA) is entered into between the Spokane Housing Authority (SHA), a governmental entity corporation, and Region I Dept. of Social and Health Services Community Services Division (DSHS). The parties agree to the following:

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) envisions that SHA and DSHS will target services to families who receive housing assistance, and will work together to help these families to become self-sufficient.

SHA and DSHS recognize the significant overlap in the population receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance.

SHA and DSHS recognize that these families have the potential to succeed and become economically self-sufficient where adequate supportive services are provided.

SHA and DSHS recognize that coordinated administrative practices support participant self-sufficiency, and it is in the best interest of all concerned parties to coordinate efforts aimed at jointly assisting these families in becoming economically self-sufficient.

SHA and DSHS recognize the need for a streamlined process to collect, verify and provide information as necessary to either party in a timely manner to ensure efficient delivery of service, and to detect and deter participant fraud and program noncompliance.

Purpose of Memorandum of Agreement

The purpose of this MOA is to carry out, on a local level, Sec. 512(d)(7) of QHWRA, which requires that SHA and DSHS identify common goals and purposes that support the economic self-sufficiency efforts of low-income families receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance. SHA and DSHS agree to the following goals:

- 1) Targeting services and resources to families to assist them in achieving economic self-sufficiency, including, but not limited to, pre and post employment and training activities, job search activities, job development, case management, mentoring, counseling, childcare, and transportation.
- 2) Coordinating and streamlining the administrative functions to ensure the efficient delivery of services to families. This includes coordination of resources and program activities, identification of eligible participants and coordination of verification of information to determine program eligibility. ADSH Representative has sat, and will continue to sit, on

the combined advisory board for SHA's Family Self-Sufficiency program (FSS), Welfare-to-Work Housing Voucher program (W-t-W), and the Resident Opportunities and Self-Sufficiency program (ROSS). SHA staff will continue to update, on a quarterly basis, the Community Services Offices staff on the implementation of W-t-W, FSS and ROSS.

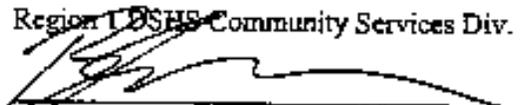
- 3) Reducing and discouraging fraud and non-compliance with welfare and housing program requirements by providing information to reward work and promote compliance. DSHS and SHA have implemented a jointly developed process to
- A. verify if a family in public housing or receiving Section 8 assistance is receiving welfare benefits/assistance.
 - B. verify if a family in public housing is eligible for a "disallowance of earned income from rent determination," as allowed in QHWRA, Sec. 508(d).
 - C. verify if a family in public housing or receiving Section 8 assistance that has a decrease in welfare income may have their rent decreased. DSHS ensure that SHA has information whether the family's welfare benefits/assistance has been reduced or terminated due to fraud or non-compliance with welfare program rules and regulations.
 - D. Verify if adult members of a family in public housing are exempt from Community Service—required by QHWRA, because they are engaged in a work activity as defined by the Social Security Act, or under the Washington State welfare program.

(See also, Attachment A, Data Sharing Agreement)

Both parties fully understand and agree to the roles and responsibilities outlined in this agreement.

Spokane Housing Authority

Dianne M. Quast, Executive Director
8/1/00
Date

Region 1 DSHS Community Services Div.

Region 1 Official
8/1/00
Date

**DATA SHARING AGREEMENT
BETWEEN
THE DEPARTMENT OF SOCIAL AND HEALTH SERVICES,
COMMUNITY SERVICES DIVISION(CSD)
AND
WASHINGTON STATE HOUSING AUTHORITIES**

AGENCY PROVIDING DATA

AGENCYNAME: CommunityServicesDivision(CSD)
CONTACTPERSON: DaveMonfort
TITLE: ConstituentRelationsVerificationManager
ADDRESS: P.O.Box45440
PHONENUMBER: Olympia.WA98504-5440
FAXNUMBER: (360)413-3339
(360)413-3491

AGENCY RECEIVING DATA

AGENCYNAME:
CONTACTPERSON:
TITLE:
ADDRESS: SpokaneCityHousingAuthority
PHONENUMBER: MaryJoHarvey
FAXNUMBER: ExecutiveDirector
W55Mission,Ste104,Spokane,WA99201
(509)328-2953
(509)327-5246

SCOPEANDPURPOSEOFAGREEMENT

A.PURPOSE

ThepurposeofthisdatasharingagreementistoprovideWashingtonHousing
Authoritiesspecificpublicassistanceclientfinancialinformationfromthe
followingprogramareastoverifyclienteligibilityforsubsidizedhousing:

Medicaid
MedicalOnly
FoodStamps
AidtoFamilieswithDependentChildren/TemporaryAssistanceto
NeedyFamilies
GeneralAssistance
RefugeeAssistance

The information will be used to administer Housing and Urban Development (HUD) programs for low income housing assistance.

B. PERIOD OF AGREEMENT

This agreement shall be effective upon the signature of both the parties to this agreement effective January 1, 2000 and continue until December 31, 2003.

JUSTIFICATION FOR ACCESS

Access to client financial information is used by the above Washington Housing Authority to determine benefit level for Housing and Urban Development (HUD) low income housing assistance under the authority of 45 RCW 205.50(a)(1)(i)(C) which states:

A State plan for financial assistance under title IV-A of the Social Security Act, must provide that. . . The use or disclosure of information concerning applicants and recipients will be limited to purposes directly connected with... The administration of any other Federal or federally assisted program which provides assistance, in cash or in kind, or services, directly to individuals on the basis of need.

DESCRIPTION OF DATA SHARED

The above Washington Housing Authority will provide DSHS with the following client information:

- * Client Name
- * Client Social Security Number and/or client case number or client identification number.
- * Month/Year of information needed

DSHS will provide the Washington Housing Authority the following client financial information:

- * The number of persons in the DSHS household.
- * The mailing address.
- * The month/year, type, and amount of benefit issued by DSHS.
- * The month/year, type, and amount of other income and/or benefit reported to DSHS.

ACCESS TO DATA

The above Washington Housing Authority will provide needed client information in one of two ways:

Telephone DSHS on the Toll Free Number (1-800-795-2518) to verify current client information for applicants.

Either mail to the above address or send a Facsimile to (360) 413-3491 a list of clients with the required information to DSHS on a monthly basis for annual reviews conducted by the Washington Housing Authority.

DSHS will provide an oral response to the telephoned requests for current information and a written response to the monthly lists received that include the identified data elements and mail back to the Washington Housing Authority.

V. CONFIDENTIALITY

A. REGULATIONS COVERING CONFIDENTIALITY OF DATA

This agreement is entered into pursuant to the Provision of RCW 74.04.060.

This regulation states in part: Information about recipients shall not be disclosed except for purposes directly connected with the administration of the programs for which the data was collected.

It further states: That any information so obtained by such persons or groups shall be treated with such degree of confidentiality as is required by the federal social security law.

Other regulations pertinent to this agreement are:

RCW 42.17.310(1)(a)

Section 1902(a)(7) of Title XIX of the Social Security Act

Section 402(a)(9) of Title IV of the Social Security Act.

Section 11(e) of the Food Stamp Act of 1977

7 CFR 272.1(c) 205.50

45 CFR 205.50

42 CFR 431.301

WAC 388-320-235

B. ACCESS TO DATA

Access to the public assistance client income information shall be limited to Washington Housing Authority staff whose duties specifically require access to such data to determine eligibility and payment level of HUD housing assistance.

C. NON-DISCLOSURE OF DATA

Washington Housing Authorities shall not disclose, in whole or part, the data described in this agreement to any individual or agencies not specifically authorized under

"ACCESS TO DATA" above.

D. PENALTIES FOR UNAUTHORIZED DISCLOSURE OF DATA

Violation of the non-disclosure provisions of this agreement may result in criminal or civil penalties. RCW 74.04.060 states: The violation of this section shall be a gross misdemeanor, punishable by imprisonment of not more than one year and/or a fine not to exceed five thousand dollars.

CSD may immediately terminate this agreement if it is determined that the provisions of this agreement are not being met.

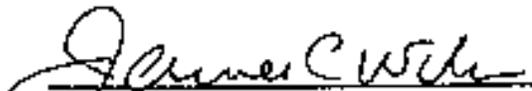
E. EMPLOYEE AWARENESS OF USE/DISCLOSURE REQUIREMENTS

Washington Housing Authorities shall assure that all Housing Authority staff with access to the microfiche are aware of the use and disclosure of this information as follows:

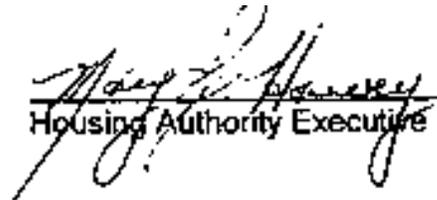
1. Prior to making the microfiche available, notify all staff with access to the information contained of the use and disclosure requirement and the penalties for unauthorized use/disclosure. These are found in Appendix A.
2. Advise each new staff of provisions in 1. above and provide an annual reminder to all other staff.
3. The Washington Housing Authorities may publish the requirements and penalties in policy or procedure manuals, provided such manuals are available to all staff with access to the microfiche.

AMENDMENTS AND ALTERATIONS TO THIS AGREEMENT

The Community Services Division and the Washington Housing Authorities may mutually amend and/or alter this agreement at any time with two weeks notice, but it must be in writing and signed by authorized staff.



 Director
 Community Services Division



 Housing Authority Executive Director

Attachment J

FSS Annual Progress Report

Spokane, Stevens and Pend Oreille Counties

HA: Spokane Housing Authority				Annual Report		
Coordinators: Linda Case, Jennifer Bulawzi, Laura Freeman				Period Ending		
Phone: (509) 328-2953				09/30/03		
				Madonna Plourd		
	This Report Period			Cumulative		
1. FSS program Size:	SCB	PH	Total	SCB	PH	Total
Minimum FSS program size based on units received *				133	1	134
2. Participants:						
Active Participants:	204	19	223			
Active Participants with escrow:	117	9	126			
Graduates:	30	5	35	180	13	193
Graduates that moved off Housing Subsidy:	18	1	19	130	5	138
Graduate Home owners:	9	1	10	43	5	50
Average time frame to complete contract:				4 years	4 years	4 years
Participants terminated before program completion:	32	1	33	196	1	203
Applicants on Waiting List:	0	0	0			
3. Escrow Accounts:						
HA current escrow in holding for Active Participants:	\$ 26,925	\$ 21,852	\$289,177			
Interim escrow withdrawals paid out to Active Participants:	\$ 19,122	\$ 2,669	\$ 21,991	\$ 45,744	\$ 5,047	\$ 50,791
Escrow withdrawals paid to Graduates at contract completion:	\$139,095	\$ 20,034	\$159,134	\$627,318	\$42,986	\$670,304
Grand Total of generated escrow by Active and Graduated Participants:				\$940,987	\$69,885	\$1,010,872
Average escrow amount paid to Graduates:				\$ 4,636	\$ 4,008	\$ 4,547
Interim escrow withdrawal by Terminated Participants:				0	0	0
Forfeited escrow by Terminated Participants:	\$ 54,380	\$ 30	\$ 54,410	\$103,811	\$ 4,162	\$107,973
4. Other:						
A. Has the HA been able to coordinate adequate resources and necessary supportive services for FSS Participants? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
If not, what have been the primary resources and/or supportive services that have been unable to be generated within your community?						
B. Based on your experiences in implementation of the FSS Program, what recommendations would improve the effectiveness of the program?						
C. Please attach any innovative or additional program information that would support the effectiveness of the program (Submit allocation attachment)						

FSS PROGRAM SIZE

(REQUIRED MINIMUM)
Spokane Housing Authority - Spokane, Stevens, and Pond Oreille Co

NUMBER OF SECTION 8 FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)
40	1/94		1/96	40
50	3/95		3/97	50
127	12/95	44 - 1/96	12/97	83
4	2/97	4 - Notice PIH 97-45		
19	4/97	19 - "" "		
29	7/97	29 - "" "		
11	8/97	11 - "" ""		
15	9/97	15 - "" ""		
11	9/97	11 - "" ""		
2/98, Notice PIH 97-45 cannot be reduced below the number of enrolled:		states that the minimum FSS obligation Families currently		218
100	12/98	45 - 4/99	12/2000	55
(Mainstream)			Total:	273
<u>140</u> have graduated from FSS since Required number of slots are:		QHWRA, 10/21/98.		133
NUMBER OF PUBLIC HSG FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)
12	4/94		4/96	12
<u>11</u> have graduated from FSS since Required minimum number of slots are		QHWRA, 10/21/98.		1

FSS Annual Progress Report

Whitman County

HA: Spokane Housing Authority				Annual Report		
Coordinators: Jeff Tietjen				Period Ending		
Phone: (509) 334-8141				09/30/02		
	This Report Period			Cumulative		
1. FSS program Size:	SC 8	PH	Total	SC 8	PH	Total
Minimum FSS program size based on units received:				17		17
2. Participants:						
Active Participants:	55		55			
Active Participants with escrow:	25		25			
Graduates:	8		8	40		40
Graduates that moved off Housing Subsidy:	6		6	34		34
Graduate Home owners:	4		4	12		12
Average time frame to complete contract:				3 years		3 years
Participants terminated before program completion:	10		10	48		48
Applicants on Waiting List:	0		0			
3. Escrow Accounts:						
HA current escrow in holding for Active Participants:	\$44,563		\$44,563			
Interim escrow withdrawals paid out to Active Participants:	\$ 1,162		\$ 1,162	\$ 1,162		\$1,162
Escrow withdrawals paid to Graduates at contract completion:	\$36,444		\$36,444	\$134,604		\$134,604
Grand Total of generated escrow by Active and Graduated Participants:				\$180,329		\$180,329
Average escrow amount paid to Graduates:				\$ 4,556		\$ 4,556
Interim escrow withdrawn by Terminated Participants:				0		0
Forfeited escrow by Terminated Participants:	\$24,650		\$24,650	\$55,601		\$55,601
4. Other:						
A. Has the HA been able to coordinate adequate resources and necessary supportive services for FSS Participants? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
If not, what have been the primary resources and/or supportive services that have been unable to be generated within your community?						
B. Based on your experiences in implementation of the FSS Program, what recommendations would improve the effectiveness of the program?						
C. Please attach any innovative or additional program information that would support the effectiveness of the program.						
						*Submit separate attachment:

FSS PROGRAM SIZE

(REQUIRED MINIMUM)

Spokane Housing Authority - Whitman County

NUMBER OF SECTION 8 FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)
25	11/92		11/94	25
12	1/94		1/95	12
76	10/96	75 - Notice PIH	97-45	
11	6/97	11 - " " " "		
2/98, FSS minimum obligation cannot be reduced below the number of families currently enrolled in the FSS program:				38
11 (Mainstream)	12/98		12/2000	11
Total:				49
8 have graduated from FSS since passage of QHARA; Minimum number of required slots:				17
NUMBER OF PUBLIC HSG FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)

Attachment K

Spokane Housing Authority
 Welfare to Work Strategic Plan
 January 1, 2003 – December 31, 2003

Goals & Actions	Key dates	Lead	Strategy and Success Measures
Leasing			
#1 Maintain 100 percent utilization rate <ul style="list-style-type: none"> • Issue 25 vouchers each month • Lease-up 12 vouchers each month • Review monthly utilization and lease-up rate. 	Each and every month	Occupancy supervisors	Strategy: SHA is already 100 percent leased. We will call up families as needed from the WtW waiting list to ensure continued 100 percent lease-up. Measurement: We will use MTCS to measure utilization; issuance rate will be reported through monthly reports.
#2 Increase landlord participation in Section 8 <ul style="list-style-type: none"> • Update rent reasonableness • Maintain payment standard of 106.5 percent of FMR • Continue landlord briefings and develop landlord handbooks 	Every 3 mo. Ongoing Every 3 months	Occupancy managers and supervisors	Strategy: Continue rent reasonableness studies every 3 months. Distribute the updated Landlord Guide. Measurement: Measure whether actions are taken by the deadline. Measure whether any new owners join the program.
Participant Success			
#3 Ensure continued and enhanced services to WtW participants <ul style="list-style-type: none"> • Meet with partners 3 times annually to confirm the services that they can offer. • Continue to send monthly self-sufficiency newsletter to all WtW participants. • Enroll 130 additional WtW families in the FSS program. 	Feb., May and Sept., 2003. Ongoing By 12/2003	FSS staff FSS staff FSS staff	Strategy: Ask each partner to confirm the services that they offer. Measure number of WtW participants enrolled in the FSS program by 12/2003.

Goals & Actions	Key dates	Lead	Strategy and Success Measures
Partnership/Administrative			
#4 Reinvigorate the WtW Partnership. <ul style="list-style-type: none"> • Develop a new approach to meetings 	February, May, September 2003	Resident Initiatives Manager, FSS staff	Strategy: Brainstorm on diversifying the agenda of the tri-yearly meetings. Measurement: Measure increase in attendance at the tri-yearly meetings.
#5 Improve internal agency coordination re: WtW <ul style="list-style-type: none"> • Continue quarterly staff training on the WtW program 	February, May, August, November 2003	Resident Initiatives Manager	Strategy: Staff must be thoroughly knowledgeable of the WtW program requirements. Measurement: WtW files will contain documentation that WtW participants have completed all program requirements.

Attachment L – Voluntary Conversion

Monday, November 06, 2000

Development has been asked to examine the issues surrounding the "Voluntary" conversion/disposal of four existing Public Housing stock. Three different approaches were utilized in this examination.

1. HUD analysis: a HUD requirement under proposed rule published 7-23-99.
2. Macro analysis: a snapshot showing current and projected income.
3. Standard method analysis: a project examination utilizing market methods.

HUD ANALYSIS

This analysis is to determine the most cost effective means of providing housing (Public Housing vis-a-vis Section 8 Voucher). The results are attached on four sheets, but can be summarized as follows:

The cost of maintaining the units as Public Housing is constant @ \$708.87/unit/month.

The cost of maintaining the units as "Sticky Vouchered" with the highest cost (i.e. full FMR and admin fee) is \$647.63/unit/month. The savings is \$61.25/unit/month for an annual total savings of \$91,875 to HUD.

The cost of maintaining the units as "Sticky Vouchered" with the lowest cost (i.e. FMR adjusted for utilities allowance and reduced admin fee) is \$578.15/unit/month. The savings is \$130.72/unit/month for an annual total savings of \$196,080 to HUD.

HUD ANALYSIS ASSUMPTIONS

- a. Construction/modernization costs based upon current level of funding of \$221,765.00
- b. Demolition costs = 0
- c. Because modernization was deemed to be an "on-going" process rather than a one-time event and the costs computed to be equal to twenty (20) years worth of current modernization funds.
- d. TDC is the average based upon the published HUD table equal to \$148,292
- e. Per Unit Operations costs based upon current level of funding (I.e. rents and subsidy) of \$441,240.
- f. Section 8 Voucher admin fees were examined at two levels (i.e. \$40.05 to \$17.00 to reflect lower reimbursement level for SHA owner properties)
- g. Section 8 FMR's were examined at two levels (i.e. at full amount and to reflect site specific utility allowances)
- h. The HUD "Market Analysis" requires that SHA obtain appraisals. The cost estimate for all units is \$27,550.00.

"MACRO" ANALYSIS ASSUMPTIONS;

This is a comparison of the total current level of funding for Public Housing; rents, subsidy and Capital funds; and projected income.

- a. Projected income is based upon FMR's and/or Rent reasonable rent depending upon situation and which is the lower figure.
- b. Total Income includes Admin fees earned by SHA for the Section 8 vouchers, either at the full rate for non-owned properties (pre-conversion) or the reduced rate for SHA owned properties (post conversion).
Assumes that these vouchers would be moved from market unit to SHA owned units resulting in income loss in admin fees earned.
- c. Projected income assumes a 10% vacancy factor
- d. Rents for Projected are adjusted for utility allowances.

TOTAL CURRENT SHA INCOME

Public Housing Rental income and subsidy payment	\$441,240.00
Public Housing Capital funding	<u>\$ 221,765.00</u>
Public Housing subtotal	\$663,005.00
Current Admin income from 125 Section 8 vouchers	
@ \$40.05/unit/month for non-SHA owned units	<u>\$ 60,075.00</u>
Total	\$723,080.00

TOTAL PROJECTED SHA INCOME

Rental Income Scattered Sites	\$529,124.00
(Note: rents at FMR after comparison with rent reasonable)	
A Rental Income Parsons Apartments	<u>\$218,521.00</u>
(Note: rents at rent reasonable after comparison with FMR)	
Subtotal rental income all converted units	<u>\$ 747,645.00</u>
Income from 125 Section 8 vouchers	
@ \$17.00/unit/month for SHA owned units	<u>\$ 25,500.00</u>
Total	\$773,145.00

Analysis projects that there should be a net positive income to SHA of an additional \$50,065.00 based upon the projected income.

An additional \$82,035.00 could also be earned by the SHA if the vacancy factor was reduced to 0%.

PROJECT EXAMINATION PER STANDARD METHODS:

This analysis was examined with the scattered-sites and Parsons as separate entities. A copy of the standard Proforma and rent income sheets is attached for each entity. The results on each sheet can be summarized as follows:

For Scattered-sites:

If rents are held at the FMR post conversion, there is no increase in the amount of rent paid by the current tenants (i.e. 30% of income) on a voucher compared to what they pay for rent as a Public Housing unit.

The project cash flow goes to a negative number in year 27. Project cash flow is calculated after expenses and reserves for operations are subtracted from the NOI.

At year 27, \$60,000 will have been placed in reserves for operations, \$2,250,000 placed in reserves for replacements and \$2,013,854 in project cash flow funded.

For the Parsons:

Project cash flow is calculated after expenses and reserves for operations are subtracted from the NOI.

Project cash flow goes negative in year 17. (based on Rent Reasonable rents)

At year 17 \$60,000 will have been placed in reserves for operations, \$637,500 placed in reserves for replacements and \$214,350 in project cash flow funded.

If Fair Market Rents are utilized for the analysis then the project cash flow does not go negative until year 23.

It may be assumed that the current lower Rent Reasonable Rents will increase to approach or exceed the Fair Market Rents in the near future because of the events occurring within the geographical area of the Parsons. If the rents reach the projected FMR level at any time prior to year 17, then the project cash flow does not go negative until year 23.

STANDARD METHOD ASSUMPTIONS

- a. Project incomes do not include income to SHA from the administrative fees earned by SHA for the 125 Section 8 vouchers.
- b. The costs of performing Section 8 HQS inspections for the SHA owned units is included in the expenses numbers. This is calculated at \$30.00 per inspection and includes one annual inspection per unit and re-inspection of 10% of the units per month.
- c. Rental income for the Parsons is based upon the lower rent reasonable rents published on 09/00 rather than the Fair Market Rents. The differential for one (1) bedroom unit is \$20.00/unit/month and for two (2) bedroom units \$21.00/unit/month. Rents were reduced by specific utility allowances.
- d. Rental income for the scattered sites compared the FMR to rent reasonable levels and it was found that the FMR was exceeded by the Rent reasonable level. Rents were adjusted downward for utility Allowances
- e. All rental incomes included a reduction based upon a 10% vacancy.
- f. Property management fees were estimated at 7% and include the accounting functions necessary for property management, pro-rata shares of Property Manager and Asset Manager salaries, and other central office costs including maintenance of site based waiting lists.
- g. Other expense numbers utilized were based upon actual figures from accounting.
- h. Replacement/Capital Reserves were increased by \$50.00 per unit per year every five years for the scattered-sites only
- i. Replacement/Capital Reserves were set at \$750.00 per unit for the Parsons and \$1,000 per unit for the scattered-sites and are treated as "Expenses".
- j. Rents were increased at a rate of 1.75% per year and expenses were increased 3% per year.
- k. An additional \$2,500 per project is included for audit costs under the line item for "legal & accounting"

- l. CostsofSection8voucheradministrationarebornebySHAfrom adminfeesnotincludedinincome.
- m. Analysisofconversionwillincludeutilizationoftheappraisals obtainedfortheHUDanalysis.Thatscostisestimatedat\$27,550.00
- n. Scattered-siteanalysisshouldkeepinmindtheeventualutilizationof unitsinahome-ownershipprogramand/orsale.Revenuefromsuch saleisnotreflectedinanalysis
- o. ItisassumedthattheParsonsexpenseincluderentforatwobedroom unitanda\$400/monthstipendforaresidentmanager.
- p. StaffingforParsonsalsoincludesone(1)fulltimemaintenanceperson
- q. Staffingforthescatteredsitesisthree(3)fulltimemaintenance personsincludingonelaborerforpaintingandyardcare.
- r. Operatingreserveswereincludedat\$10,000peryearforsixyearsand thenreducedtozero.Alevelof\$60,000forthisaccountwouldbe maintainedandreductionsreplacementfundedinthefuturefrom ProjectcashFlow.
- s. Scattered-siteexpensesincludeanadditional\$500perunitsfor landscapingcostsascontractservices.
- t. NoPILOTpaymentsareincluded.
- u. TheimpactofatrashcompactionssystemfortheParsonsApartments isnotcalculated.ThiswasfundedunderthecurrentyearsCapital Fund.

RECOMMENDATIONS:

This analysis indicates that it is financially feasible to convert the current Public Housing stock to "FMR" based units especially the scattered-site units.

The scattered-site units present a very healthy Proforma that will allow for their conversion and utilization in a future "Homeownership" program.

If the Parsons Apartments continue to serve elderly and disabled tenants, and a social services program is deemed essential, funds for that program with a $\frac{1}{2}$ time worker will have to be found outside of the income of the apartments themselves.

Other sources of subsidy for Parsons Apartments operations have not been identified and will have to be developed. Conversion of Commercial spaces (i.e. COPS SHOP) or increased rental incomes were not examined in depth.

Without sources of income to provide social programs for elderly and disabled tenants, the possible conversion of the Parsons Apartments to serve persons at or below 30% of AMI without other restrictions might be considered.

Attachment MSpokaneHousingAuthorityPrograms

PROGRAM NAME	DESCRIPTION	INCOME CRITERIA	SERVICE AREA	FUNDING SOURCE	TOTAL ANNUAL FUNDING (APPROX)	UNIQUE ELGIBILITY REQUIREMENTS	NUMBER OF UNITS (EST.)
Housing Choice Vouchers	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	4 COUNTIES: SPOKANE, PEND ORIELLE, WHITMAN, STEVENS	HUD => SHA	\$11,416,317		3233
HCV MAINSTREAM FOR DISABILITIES	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	SPOKANE AND WHITMAN COUNTIES	HUD => SHA	\$789,000	DISABLED HEAD OF HOUSEHOLD OR SPOUSE UNDER THE SOCIAL SECURITY ACT	170
HCV WELFARE-TO-WORK	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	4 COUNTIES: SPOKANE, PEND ORIELLE, WHITMAN, STEVENS	HUD => SHA	\$3,251,000	TANF RECIPIENT CURRENTLY OR WITHIN THE LAST 2 YEARS OR CURRENT TANF RECIPIENT AND WORKING; PARTICIPATION IN INDIVIDUAL RESPONSIBILITY PLAN	752
HCV —FAMILY UNIFICATION	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	4 COUNTIES: SPOKANE, PEND ORIELLE, WHITMAN, STEVENS	HUD => SHA	\$464,000	REQUIRES DSHS REFERRAL— CHILDREN MUST BE SEPARATED FROM PARENTS OR AT RISK OF SEPARATION	100
SECTION 8 --SRO MOD REHAB	PROJECT-BASED RENTAL ASSISTANCE	ALL BELOW 80%	CITY OF SPOKANE	HUD => SHA	\$429,795	MUST BE A SINGLE ADULT AND HOMELESS	124
PUBLIC HOUSING	PROJECT-BASED AND SCATTERED SITE RENTAL ASSISTANCE	40% BELOW 30%; ALL BELOW 80%	SPOKANE COUNTY	HUD => SHA	\$975,752	ELIGIBILITY FOR THE PARSONS BUILDING: MUST BE OVER 55 OR DISABLED	125
HOME	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	50% OR BELOW	SPOKANE CITY LIMITS & PEND ORIELLE	HUD => CTED & CITY OF SPOKANE => SHA	\$650,000	2 YEAR ASSISTANCE MAXIMUM ; HOUSING MUST BE WITHIN CITY LIMITS	146
HOPWA/CTED	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	80% OR BELOW	12 COUNTIES: ASOTIN, FERRY. ADAMS, SPOKANE, WHITMAN, STEVENS, GARFIELD, OKANOGAN, LINCOLN, COLUMBIA, WALLA WALLA, PEND OREILLE	HUD => CTED => SHA	\$126,600	MUST BE DIAGNOSED WITH HIV OR AIDS	15
HOPWA/REACH	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	50% OR BELOW	7 COUNTIES: SPOKANE, ADAMS, WHITMAN, LINCOLN, FERRY, STEVENS, PEND OREILLE	HUD => SPOKANE COUNTY => SHA	\$114,000	MUST BE DIAGNOSED WITH HIV OR AIDS	33
WOODHAVEN	SHA-OWNED PROPERTY	50% BELOW 80%	SPOKANE COUNTY	BOND FINANCING +> SHA	\$265,848		72
COURTVIEW	SHA-OWNED PROPERTY	4 UNITS @ 30% OR BELOW; 6 UNITS @30%-50% BELOW;	CITY OF SPOKANE	BOND FINANCING; ANDTRUST FUND => SHA	\$ 46,480		14
VALLEY 206	SHA-OWNED PROPERTY	50% BELOW 80%;	LOCATED IN THE SPOKANE VALLEY	BOND FINANCING => SHA	\$ 1,152,177		207
HERITAGE HEIGHTS	SHA-OWNED PROPERTY	3% BELOW 30%, 73% BELOW 40%, 24% BELOW 60%	LOCATED IN NORTHEAST SPOKANE	TAX CREDIT; HOME, CDBG AND WCRA => SHA	\$ 266,138	MUST BE OVER 55 YEARS OLD	62
WESTFALL VILLAGE	SHA-OWNED PROPERTY	3% BELOW 30%, 73% BELOW 40%, 24% BELOW 60%	LOCATED IN NORTHEAST SPOKANE	TAX CREDIT; HOME; AND WCRA => SHA	\$ 511,346		110
CEDAR WEST	SHA-OWNED PROPERTY	50% BELOW 80%	LOCATED IN NORTHWEST SPOKANE	BOND FINANCING	\$ 399,873		74
THE NEWARK	SHA-OWNED PROPERTY	50% BELOW 80%	CITY OF SPOKANE	WASHINGTON STATE TRUST FUND => SHA	\$12,420		6
INDEPENDENT FAMILY FUTURES & ROSS	SUPPORT SERVICES PROGRAM; NO RENTAL ASSISTANCE		4 COUNTIES: SPOKANE, PEND ORIELLE, WHITMAN, STEVENS	HUD=>SHA	\$ 142,000	MUST BE SECTION 8 OR PUBLIC HOUSING PARTICIPANT	500

Attachment N

THE SPOKANE HOUSING AUTHORITY POLICY FOR HOUSING CHOICE PROJECT VOUCHERS

The Spokane Housing Authority may use amounts provided under an Annual Contributions Contract to enter into a Housing Assistance Payment Contract with respect to providing Project Based Assistance to an existing, newly constructed, or rehabilitated structure that is attached to the structure.

The Housing Choice Project Voucher Program is consistent with the Spokane Housing Authority Annual Plan and Strategic Five Year Plan. In considering a request for project basing the following criteria will be applied:

- Project basing must be consistent with the statutory goals of “deconcentrating poverty and expanding housing and economic opportunities.”
- Project basing may not be located in areas of minority concentrations or in neighborhoods in which substandard dwellings or other undesirable conditions predominate.
- Project Vouchers should contribute to the long term viability of projects allowing them to absorb operational cost increases beyond the control of the project (i.e. utility rates, etc.) and/or create Operating and Capital Reserves.
- Project vouchers may be used as a tool for voucher utilization for SHA; issuing of project vouchers will cause no undue hardship for other eligible households.
- The median income served must be at or below 30%.
- Project Vouchers will serve special needs populations first, the elderly & disabled and those receiving supportive services.
- Only developments of 15 units or less will be considered for project vouchers and only 25% of the units in a multi-family development can receive vouchers.
- Developments for disabled/elderly residents, or for families receiving supportive services are exempt from the 25% cap.
- Units can be existing, newly constructed or substantially rehabilitated. However, newly constructed or substantially rehabbed units must meet all applicable HUD standards and provide plans and specifications for SHA and HUD approvals prior to any Project Vouchers being considered for the project.
- Project Vouchers shall be used primarily to preserve current affordable low-income housing or to create new affordable low-income housing either in existing or new units.
- Vouchers may be utilized for transitional housing. SRO units are not eligible.
- Spokane Housing Authority will manage Waiting Lists for all approved project requests for the Housing Choice Project Vouchers.

The Spokane Housing Authority has the authority to issue project vouchers with a maximum limitation of up to 20 % of the baseline number of units in the SHA's voucher program. Spokane Housing Authority serves Spokane, Whitman, Stevens, Pend Oreille, and Lincoln Counties. The Housing Authority has the discretion to determine the initial contract terms with the owner up to the maximum of ten years. Project Voucher assistance will be offered through a competitive process consistent with 24CFR983.51. The Seattle HUD field offices shall approve advertisements for project vouchers prior to their publication. The HUD field offices shall authorize the SHA Project Voucher program prior to its implementation. Then the Spokane Housing Authority will advertise its intent to offer Project Vouchers in a newspaper of general circulation. The advertisements shall run for three consecutive weeks. The advertisement will clearly state the application deadline (at least 30 days after the last advertisement); the number of unit vouchers available and the purpose for which the vouchers are being made available. The advertisements shall clearly state the scoring criteria and the relative weight given to the response to each criterion. Only applications that are indirect responses to the advertisement will be considered. Responses to the advertisement must be submitted, in writing, to the Executive Director of Spokane Housing Authority. The narrative must contain a minimum of, a statement certifying it meets all of the requirements set forth in the advertisement, the location and description of the development, state the need for the vouchers, the number of Vouchers requested and must contain a current resident rent roll showing current resident incomes. All Voucher requests will require approval of the SHA Board of Commissioners. The Board of Commissioners will set the Contract terms upon recommendation of the Executive Director.

A Contract will be executed between SHA and the owner of the development. All HUD Program Forms and Contracts under Implementing Regulation 24CFR Part 983 will be utilized. Current residents will be scheduled for intake appointments and all paper work will be processed for eligibility and a Housing Quality Standard Inspection will be performed. In the case of new construction pre-leasing and pre-qualification is strongly advised (rental payments are not made prior to qualification).

Spokane Housing Authority will continue to provide assistance for a unit that becomes vacant (after commencement of the assisted occupancy by a family) for up to a maximum of sixty (60) days, if the vacancy is not the fault of the owner and the owner takes "every reasonable action" to minimize the likelihood and extent of vacancies.

Spokane Housing Authority will issue a new Tenant Based Rental Assistance Voucher to families who choose to move after one year or more of residency in the project-based development.

Revised to plan on 11/12/2002.

Spokane Housing Authority Project Voucher Selection Policy

Projects will be selected to receive Project Vouchers according to the following weighed criteria:

Note all "Threshold" items must be satisfied.

Project Site:

	Located in a census tract with poverty level less than 20%	-
Threshold	Located in a census tract with poverty level above 20%, <u>BUT</u>	-5
points	Within an Empowerment Zone/Revitalization Area and for which a waiver of the deconcentration rule has been obtained from HUD	
	Located in a census tract with poverty level less than 10%	-10
points*		

Site not located in area of minority concentration

-Threshold

	Site adequate in size, exposure, and contour to accommodate units	-
Threshold	Site accessible to social, recreational, educational,	-
Threshold	Commercial & health facilities & services.	
	Site located on or near public transit route to access	-
Threshold	Employment opportunities	
	Sub-standard dwellings and undesirable conditions do not	-
Threshold	Predominate in neighborhood	
Design:		
	Design is consistent and in harmony with neighborhood	-5
points*		
points	Project larger than 25 units	-0
	Project 15 - 25 units	-5
points		
	Project 1 - 15 units	-10
points*		

Previous Experience Of Owner/Developer/Participants:

	Owner/Manager experienced in marketing and running	-
Threshold	This type of low-income housing.	

Feasibility of Project:

	Project meets a clear market need for low-income units of the	-
Threshold	Identified type (i.e. elderly, disabled, families with services)	
	Existing project with funding in place, operating and with long	-5
points		
	Term viability but unable to create capital/operating reserves	

Existing project with funding in place, operating and where project	-10
points*	
Vouchers will provide long term viability against expense increases and To create capital/operating reserves	
Project requesting vouchers for less than 25% of multi-family units	-5
points*	
Project Elements:	
Project provides referral services for tenants	-5
points*	
Project provides in-house services	-15
points*	
Project serves elderly or disabled population (>age 55)	-5
points*	
Or families with services	
Project serves special needs population or below 30% of	-10
points*	
Area Median Income	
Project preserves current low-income housing	-10
points	
Current project rents at or below FMR	-5
points	
Project creates new low-income housing	-20
points*	
Current project rents above FMR	-5
points*	
Project displaces current residents/relocation plan attached	<u>-(-10)</u>
points	
TOTAL POINTS POSSIBLE	100
points	

Required submittals:

General Requirements:

Name of project and a narrative description, as well as the number of Vouchers being requested. Include number of units by square footage, bedroom count, and bathroom count. Furnish evidence of site control. Provide current rent structure, including utilities (if any) included in rent, and a current rent roll that identifies tenants by name and income level. Provide a copy of management plan for property. Furnish a copy of tenant selection policy/criteria for project. Identify Applicant and nature of applicant (i.e. non-profit, for-profit, etc.) Identify all principal participants (i.e. owner, management Company, service provider(s), etc.) For each principal participant identify: Address, Telephone number, Fax number, contact person, and E-mail addresses. Include a written certification that each principal; including officers, members, shareholders, investors, or any person with a substantial interest; is not on the U.S. general Services list of excluded parties. Description of principal participants' experience in owning and/or operating specific type of low-income housing. If there is any displacement of current tenants – provide relocation plan consistent with HUD standards.

Siteandbuildingdescription:

Includecensustract,streetaddress,ageofproperty,currentunitcondition, descriptionoftopography,descriptionofneighborhood,locationofpublic transit,locationofemploymentopportunities,typeandsizeofunitsand project.

Accessibilityandlocationofsocial,recreational,educational,commercial& healthfacilities&services

Identifyspecificunitstobeassisted.

Describeanyphysicaldesig nelementsincludedtodirectlybenefitthe populationserved.

ProjectServicePopulationandServicesProvided:

Describepopulationandincomeserved(i.e.“specialneeds,%ofArea MedianIncome)
Describeservicesprovidedindetail,includingref erralsand/ordirectservice delivery.
Describeagencycapacitytodirectlydeliverservices,includeproposedstaff roles,identifystaffconcerned,andprovideresumes.

ProjectFinancialInformation:

Furnishevidenceofexistingfundingandanypropos edfundingforproject.

Furnishcopiesofoperatingstatementsforthethreepreviousyears.

ProvideacopyoftheCapitalReplacementPlanorLife -cycleplanfor replacements.

Providedetailsofcapitalexpenditureswithinthepreviousfiveyearsand a listofmajordeferredcapitalwork.

DevelopaproformathatdemonstratestheimpactofProjectVouchersupon theviabilityoftheproject.IncludeimpactonCapitalReplacementand OperatingReserves(note:showcurrentamountsinbothifany);deferred capital/maintenanceworkitemsthatcanbeaccomplished.Theproforma shouldmirrorthetermoftheProjectVouchersbeingrequested.

Provideproposedrentstructureandanyutilitiesincludedinrent.

ATTACHMENT O

STATEMENT OF PROGRESS IN MEETING 5-YEAR PLAN MISSION AND GOALS

The Spokane Housing Authority has functioned well as a “traditional” housing authority for the past 30 years. The primary housing resource we offer our community is through the Housing Choice Voucher Program. SHA is the largest provider of affordable housing for low-income households in the Inland Northwest. There have been few federal dollars available for the development of additional affordable housing for the past 10 to 15 years. The need for affordable housing has far surpassed the availability of such housing in the Spokane region. Given these realities, SHA has dedicated the past two years to doubling its Housing Choice Voucher Program and in shoring-up its foundations in preparation for a new future that will be more entrepreneurial in nature. SHA Staff successfully met the challenge of reorganizing its Housing Choice Voucher & TBRA processes and has achieved a lease up rate of 93% in the Housing Choice Voucher program. This past year SHA added Lincoln County to its service areas in partnership with Lincoln County Housing Authority, which increases the SHA service areas to five counties. The SHA currently has the approximate capacity to serve 4,203 families with rental assistance and currently serves 3,897 families.

SHA has also upgraded its web site, giving our clients easy access to newsletters, job announcements and other Housing Opportunities and generalized information about the SHA.

Continual evaluation of the structure and functions of individual staff and the organization as a whole are now standard practice. The Board of Commissioners has initiated new sub-committees to provide additional oversight to the functioning of SHA in Finance and Development. There were no findings in last year’s audit, which is a strong signal that SHA’s financial practices are healthy and consistently applied.

Diversification of SHA’s housing portfolio is a must. Although the Federal Government currently looks upon the Housing Choice Voucher Program with favor, SHA needs to provide a wider variety of housing choices for those we serve. The mission of SHA’s future development will pursue multiple avenues to create affordable housing opportunities throughout the Inland Northwest. SHA will utilize flexible funding sources to expand and diversify its portfolio. Housing developed by SHA will provide families stability, and quality housing that is diversified throughout the community in mixed income environments.

PURSUING AN DEVELOPING NEW PARTNERS

The Spokane Housing Authority visions and mission for development is quite different today than it was in the past. Horizons have been broadened and Partnering has become essential in order to affirm SHA's commitment to our communities and residents. A new partnership was formed this year in order to provide very low income shared housing for persons with disabilities. SHA and Salem Arms, a local non-profit, have joined together to provide six units of housing in two buildings owned by SHA through a lease agreement for three years which is renewable. The units provide permanent housing and the non-profit provides case management services. The Newark is a natural progression of a continuum of care and will provide those that are disabled with a long term safe independent living environment and specialized services. SHA is aggressively seeking these opportunities in order to provide affordable, permanent living environments to all persons of low income in our five county service areas. Partnering with non-profits, local governments and for-profit developers is the challenge of today and the future for SHA.

SHA formed a new partnering to develop and implement a new homeownership Program in Spokane, called Pathways To "Welcome Home". In partnership with a developer, homebuilder, Sterling Savings Bank, Action Mortgage, The Federal Home Loan Bank of Seattle and HUD this Lease to own program became a reality in 2002. Sixty new homes will be built in an upscale neighborhood in Spokane Valley that will be affordable to participants between 60% and 80% of the median income. The new home loans (FHA 203 B) are made to SHA who will own twenty homes at a time until the lease option purchasers assume the FHA loans. Thanks to a FHLB \$10,000.00 grant to SHA on each home the loan amounts become extremely affordable. Sales prices range from \$95,000.00 to \$125,000.00. Eventual lessees are pre-qualified for the assumptions before the homes are built and are allowed to choose from four different floor plans. The participants have no down payment requirement and only pay for minimal cost of the assumption. Many intend to assume the loan within two weeks of initial closing.

SHA BECOMES A CONSOLIDATED HOUSING AUTHORITY

This past year the Spokane Housing Authority became a consolidated City/County Housing Authority. It is a goal to meet with all of the incorporated cities within Spokane County to pass a resolution declaring a need for a housing authority. Thus far the cities of Millwood and Medical Lake has done so which expands our ability to develop affordable housing in these communities and to serve their affordable housing needs more efficiently.

ASSETANDPROPERTYMANAGEMENTDEPARTMENT

At the Spokane Housing Authority we continue to fine-tune the balance of the physical, financial and programmatic needs of each facility. SHA officially established its Property Management Department in July of 2002 headed by the SHA Director of Assets. We continue to implement the principles of asset management consistently to all facilities whether managed in-house or outsourced (contracted out). Goals have been established for all SHA properties and their progress is being monitored. Long-term capital improvement plans for all properties have been established, modeled after the capital replacement plan developed for our public housing. This will fortify the long-term viability of Spokane Housing Authority facilities. Each multi-family community and trained site managers and the Director of Assets are active participants in the Spokane Crime Free Multi-Family Housing Program. All multi-family communities will have achieved the "crime-free" designation by fiscal 2002 year-end. These safety goals will expand the visibility of the Spokane Housing Authority in the greater community. In the area of finance Spokane Housing Authority has introduced supervisors to team budget development creating a foundation for future budgets. Team budgeting will strengthen facility operations through synergy. A new accountant position was established for the Property Management Department and an accountant was added to the Finance Department whose main focus is Housing Choice Voucher Management and Grant Management. This position also supports other general ledger accounting.

LANDLORDADVISORYGR OUP

Spokane Housing Authority continues to build its relationships with our landlords through a Landlord Advisory Group. This group meets approximately every 3 months. This group is similar to the Resident Advisory Board which offers input to SHA staff regarding participant concerns. Landlords who own or manage all types of housing in the Spokane area represent this group. Through this partnering with landlords, SHA has implemented changes to our Housing Choice Voucher Program. The changes were made to provide a faster turn around on new unit inspections. Landlord concerns regarding inconsistencies between

Housing Quality Specialists (inspectors) has been addressed through additional training of our HQS staff focused on consistent application of HQS Standards. The Landlord Advisory Group has been very helpful in providing feedback that allows us to continue to improve on our delivery of service, ensuring that SHA maintains high utilization of our rental assistance programs.

SHA has also sponsored a number of trainings regarding the new Lead Base Paint regulations for our local landlords. These training's will continue into the future to ensure that landlords understand their responsibilities and that units remain viable options for voucher program participants.

SHA established electronic deposits of Housing Assistance Payments directly to landlord bank accounts through the ACH banking system, which eliminated long postal delays and the chance of theft or loss. SHA continues its publication of the Landlord Liaison on a quarterly basis, which keeps landlords informed as to program changes, and changes implemented by SHA to its procedures that better serve the needs of our community and its landlords. SHA continues its membership and representation on the board of the Inland Empire Rental Association, the Board of Realtors and the HomeBuilders Association. These efforts represent a number of examples of SHA's continuing commitment to improving efficiencies and customer service.

SELF-SUFFICIENCYPROGRAMLAYFOUNDATIONSFORSUCCESSFUL FINANCIALFUTURES

Independent Family Futures establishes escrow accounts for families that increase their earned income. When families successfully maintain employment without public aid, they are eligible to collect the escrow. Of the 43 families that have completed the IFF Program this past year, 17 have purchased or are in the process of purchasing homes--the ultimate measure of self-sufficiency! Seven are investing their funds in more reliable transportation (so they can get to work to keep their jobs), fourteen are paying debt, including medical debt, three are banking their funds in savings accounts and two are using the money to relocate for new/better jobs. Five are using the funds to invest and three are using the funds for other things such as legal, dealing with medical and dental issues and purchasing furniture. Graduates are also using escrow for education, retirement, and renting better places to live. The IFF Program has served over 756 families during its seven-year existence; 274 currently participate and 151 have escrow accounts. A total of 226 have "graduated" from the program.

ROSSPROGRAM

“Resident Opportunities and Self-Sufficiency” (ROSS), is targeted to our 75 scattered-site public housing families. The 54 families that participate in ROSS have access to intense case management and referral to a broad range of community resources. Twenty ROSS participants are also enrolled in the IFF Program. Of those families there are six Russian families and seven Vietnamese families.

Resident Opportunities and Self-Sufficiency is expanding to provide case management to residents of The Parsons Apartments. Social interaction activities will also be expanded with this program.

ATTACHMENT P

IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary caregiver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

NOTIFICATION OF THE REQUIREMENT

The Spokane Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Spokane Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Spokane Housing

Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Spokane Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Spokane Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

THE PROCESS

Upon admission or after October 1, 1999, and each annual reexamination thereafter, the Spokane Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Spokane Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

NOTIFICATION OF NON -COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Spokane Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

OPPORTUNITY FOR CURE

The Spokane Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Spokane Housing Authority shall take action to terminate the lease.

AttachmentQ

OTHERPUBLICCOMMENTSRECEIVED SHA2003AGENCYPLAN

A Public Hearing to receive comments on the SHA 2003 Agency Plan was held at the SHAMain Administrative Offices, 55 W. Mission, Suite 104, Spokane, WA on Tuesday, January 21, 2003 at 5 :30 p.m.

Comments regarding the proposed change in policy [revised SHADrug & Crime Policy] regarding program eligibility for people who have successfully completed rehab for meth addiction was supported by all who attended the public hearing.

Other comments focused on the proposed cuts to the federal budget and how that may affect current participants on the Housing Choice Voucher Program.

An additional Public Hearing was held Tuesday, April 15, 2003 at 3:30 p.m. to take comments on the revision to the 2003 Agency Plan which eliminated local residency requirements in Stevens, Pend Oreille, Whitman and Lincoln Counties for housing program applicants.

No other public comment received.