

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

PHA Plans

Annual Plan for Fiscal Year 2004

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

**PHA Plan
Agency Identification**

PHA Name: [Housing Authority of the City of Bremerton](#)

PHA Number: [WA003](#)

PHA Fiscal Year Beginning: [10/2004](#)

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 [Kitsap Regional Library, 1301 Sylvan Way
Bremerton, WA 98312](#)
- PHA website
- Other (list below)
[Westpark Community/Sports Activity Center, 76 Russell Road
Bremerton, WA 98312](#)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)
[Westpark Community/Sports Activity Center, 76 Russell Road
Bremerton, WA 98312](#)

5-YEAR PLAN (N/A)
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

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)

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - 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:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- 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)

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Overview

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

The focus of the 2020 Management Reform Plan is to prepare HUD to move into the 21st Century as a modernized and revitalized Department with restored public trust and adequate performance-based systems for its programs, operations and employees. Likewise, through the implementation of the 1998 Act, PHAs are required to assess management and operational practices and develop a plan that will ensure that the PHAs meet established goals and objectives. The Agency Plan combines the Five-Year Plan and the Annual Plan.

Purpose and Structure of the Agency Plan

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while also meeting its own needs. The FY2004 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the

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

Annual Plan Contents

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

- ◆ The Plan provides a comprehensive assessment of the Housing Needs within the community. At this time, it appears that the Authority is meeting the low-income housing needs in proportion of available resources; however, we will monitor the need through annual updates of this Plan.
- ◆ The Plan includes a summary of the Authority's planned financial resources and planned uses of those funds. This is presented in table form for electronic submission to HUD.
- ◆ The Authority's Capital Fund Annual Statement and Five-Year Action Plan are provided.
- ◆ The Housing Authority is currently engaged in redevelopment activities to include demolition/disposition of the Westpark Housing Development and the development of replacement units.
- ◆ The plan includes the Section 8 Homeownership program.
- ◆ The Authority plans to "project-base" tenant-based Section 8 vouchers.
- ◆ The Authority does not have any developments that meet the requirements for a mandatory conversion assessment.
- ◆ The Authority does have a formal cooperation agreement with their local welfare office. All policies and procedures relative to Welfare Benefit Reductions are included in the ACOP.
- ◆ The Authority does not have any additional asset management plans that have not already been identified in previous sections of this Plan.
- ◆ All other documentation and certifications are included as required by the QHWRA.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (*Deconcentration Policy A-01*)
- FY 2004 Capital Fund Program Annual Statement (*Pages 45-50 Annual Plan*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Statement of Progress in Meeting the 5 Year Plan (*Attachment 18-D1*)
- Membership Listing of the Resident Advisory Board (*Attachment 18-D2*)
- Membership Listing of the PHA's Governing Board (*Board of Commissioners*): (*Attachment 18-D3*)
- Definition of Substantial Deviation and Significant Modification (*Attachment 18-D4*)
- Section 8 Homeownership Program Capacity Statement (*Attachment 18-D5*)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004-2008 Capital Fund Program 5 Year Action Plan (*Pages 51-53*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Statement of Intent Regarding Section 8 Project-Based Vouchers (*Attachment 18-D6*)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	income mixing analysis	
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,769	5	5	4	3	3	3
Income >30% but <=50% of AMI	1,116	4	5	4	3	3	3
Income >50% but <80% of AMI	2,192	3	4	4	3	3	3
Elderly	3,658	4	4	4	4	3	3
Families with Disabilities	N/A		4	4	5	3	3
White	6,589	4					
Black/African	659	5					

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
American							
American Indian/Alaska Native	167	5					
Asian	483	5					
Hispanic	580	5					
Pacific Islander	79	5					
Race Undisclosed	228						

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: [1999 as amended in June 2002](#)
- 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)
[U.S. Census Bureau 2000 census](#)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	2,657		
Extremely low income <=30% AMI	2,392	90%	
Very low income (>30% but <=50% AMI)	240	9%	
Low income (>50% but <80% AMI)	17	1%	
Families with children	1,302	49%	
Elderly families	11	0%	
Families with Disabilities	939	35%	
White	1,984	75%	
Black/African American	364	14%	
American Indian	128	5%	
Pacific Islander	181	7%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	729		
2 BR	262		
3 BR	263		
4 BR	31		
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$1,345,193	
a) Public Housing Operating Fund	1,554,115	
b) Public Housing Capital Fund	0	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	7,065,684	
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
IDAA	15,138	Supports Sect 8 & LIPH
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) [When the applicant reaches the top of the waiting list](#)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point 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
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) [BHA web-site](#)

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
[Applicant's disclosure of criminal and drug related activity](#)

- 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)
- 1) Documentation/information regarding tenant history
 - 2) Rental history with the Housing Authority of the City of Bremerton
 - 3) Eviction history
 - 4) Damages to any rental unit
 - 5) Lease or program violation
 - 6) Documented complaints

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

[If a family is having a difficult time finding a unit or any reasonable request for accommodation.](#)

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

same number next to each. That means you can use “1” more than once, “2” more than once, etc.

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
- Other preference(s) (list below)
 - 1) [Target population programs](#)
 - 2) [Graduates of transition housing programs](#)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

[BHA web-site](#)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25

\$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
 - 1) Any changes in family composition
 - 2) Any decreases in income
 - 3) At the tenant's discretion

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

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

The Housing Authority of the City of Bremerton has approved a lower payment standard of 90% for areas of poverty concentration and increase minority populations.

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statements for years 2001-2003 are provided as attachments to the PHA Plan at Attachments (state name)
1) CGP 501-01 2) CGP 501-02 3) CGP 501-03 4) CGP 502-03
- The Capital Fund Program Annual Statement for 2004 is provided *below (at the end of this Annual Plan as there are several tables)*: (if selected, copy the CFP Annual Statement from the Table Library and insert here) (*Pages 45-50*)

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here) (*Pages 51-53*)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
[Westpark Public Housing Senior Campus](#)

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	Westpark Public Housing Development
1b. Development (project) number:	WA03-1
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	10/29/04
5. Number of units affected:	215
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/02/05 b. Projected end date of activity: 12/30/06

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

(DD/MM/YYYY)

5. Number of units affected:
6. Coverage of action: (select one)
 Part of the development
 Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY *(Attachment Sect 14)*

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - 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

(Attachment 18-B3)

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: [Kitsap](#)
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)
 - 1) Westpark public housing redevelopment
 - 2) Mixed-use development
 - 3) Deconcentration
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- The Comprehensive Plan for the City of Bremerton lists a priority need of the community as increasing the availability and affordability of safe and decent rental housing for households earning 80% of median income or less. This statement fits in with the Authority's goal of increasing the availability of decent, safe and affordable housing for those households earning less than 80% of median income.

D. Other Information Required by HUD

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

Attachments

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

08/18/04 Requested by Rosanne Chavez:

- **Statement of Progress in Meeting the 5-Year Plan** ([Attachment 18-D1](#))
- **Membership of the Resident Advisory Board** ([Attachment 18-D2](#))
- **Resident Membership of the PHA Governing Board** ([Attachment 18-D3](#))
- **Definition of Substantial Deviation & Significant Modification**
([Attachment 18-D4](#))
- **Section 8 Homeownership Program Capacity Statement**
([Attachment 18-D5](#))
- **Statement of Intent: Section 8 Project-Based Vouchers**
([Attachment 18-D6](#))

7-A-1. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Bremerton			Grant Type and Number Capital Fund Program Grant No: WA19P003501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	138,900			
3	1408 Management Improvements	130,400			
4	1410 Administration	96,600			
5	1411 Audit	1,300			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	526,425			
8	1440 Site Acquisition				
9	1450 Site Improvement	202,875			
10	1460 Dwelling Structures	102,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	90,000			
13	1475 Non-dwelling Equipment	100,000			
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)	1,389,000			
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				

7-A-1. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

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

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide Operations	Operations Expenses							
PHA Wide	Operations	1406		138,900				
	Subtotal			138,900				
Management Improvements	Staff training	1408		5,000				
	Resident Initiatives Manager			64,400				
	Police contract			61,000				
	Subtotal			130,400				
Administrative Costs	Modernization wages/benefits	1410	3	86,000				
	Travel for training			10,000				
	Subtotal			96,000				
Audit Costs	Audit Costs	1411		1,300				
	Subtotal			1,300				
Fees & Costs	Senior Campus Development	1430		556,425				
	Subtotal			556,425				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA 3-1 Westpark	Nursery/Landscape trainer wages and benefits	1450	1	52,700				
	Trainee wages		5	75,000				
	Erosion control projects			43,600				
	Hazardous tree assessment & removal			10,000				
	Subtotal			181,300				
WA 3-8 Tara Heights	Establish a playground	1450		15,000				
	Erosion control			1,575				
	Development entry improvements			5,000				
	Subtotal			21,575				
WA 3-1 Westpark	Trim painting at Searle Street	1460	27	3,000				
	Roof replacement		10 bldgs	30,000				
	Water heater replacement		30	7,500				
	Furnace replacement		20	32,000				
	Subtotal			72,500				

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

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
WA 3-8 Tara Heights	Exterior painting	1460	21	30,000				
	Subtotal			30,000				
PHA Wide Non-Dwelling Structures	WPCC exterior & siding repair	1470		20,000				
	WPCC basketball court enclosure			15,000				
	WPCC basketball court resurfacing			5,000				
	Admin bldg security system upgrade			10,000				
	WPCC security system installation			10,000				
	Laundry room improvements			10,000				
	Install ADA doors at WPCC			20,000				
	Subtotal			90,000				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program Grant No: WA19P003501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide Non-Dwelling Equipment	Purchase 4 replacement vehicles	1475	4	100,000				
	Subtotal			100,000				
	Grand Total			1,389,000				

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

PHA Name: Housing Authority of the City of Bremerton		Grant Type and Number Capital Fund Program No: WA19P003501-04 Replacement Housing Factor No:					Federal FY of Grant: 2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
WA 3-1 Westpark	9/30/2006			9/30/2008			
WA 3-8 Tara Heights	9/30/2006			9/30/2008			
PHA Wide:							
Management Improvements	9/30/2006			9/30/2008			
Operations	9/30/2006			9/30/2008			
Audit Costs	9/30/2006			9/30/2008			
Administrative Costs	9/30/2006			9/30/2008			
Non-Dwelling Structures	9/30/2006			9/30/2008			
Fees & Costs	9/30/2006			9/30/2008			

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

PHA Name		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1 2004	Work Statement for Year 2 FFY Grant: 501-05 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 501-06 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 501-07 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 501-08 PHA FY: 2008
WA 3-1 1450	Annual Statement	174,500	179,000	181,500	184,000
WA 3-8 1450		1,575	1,600	1,675	1,700
PHA Wide 1406		139,500	139,500	139,500	139,500
PHA Wide 1408		135,500	143,500	150,500	158,000
PHA Wide 1410		104,000	110,500	117,500	124,500
PHA Wide 1411		1,300	1,300	1,300	1,300
PHA Wide 1430		837,625	819,600	803,025	786,000
PHA Wide 1470					
PHA Wide 1490					
PHA Wide 1502					
CFP Funds Listed for 5-year planning		1,395,000	1,395,000	1,395,000	1,395,000
Replacement Housing Factor Funds	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 501-05 PHA FY: 2005			Activities for Year: 3 FFY Grant: 501-06 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	WA 3-1 - Westpark	Nursery/Landscape Training Program	130,200	WA 3-1 Westpark	Nursery/Landscape Training Program	134,700
Annual		Erosion Control	44,300		Erosion Control	44,300
		Subtotal	174,500		Subtotal	179,000
Statement						
	WA 3-8 Tara Heights	Erosion Control	1,575	WA 3-8 Tara Heights	Erosion Control	1,600
		Subtotal	1,575		Subtotal	1,800
	PHA Wide	Operations	139,500	PHA Wide	Operations	139,500
		Mod Staff Wages and Benefits	92,000		Mod Staff Wages and Benefits	98,500
		Travel for Training	12,000		Travel for Training	12,000
		Resident Initiatives	69,500		Resident Initiatives	74,500
		Supplemental Law Enforcement	61,000		Supplemental Law Enforcement	63,000
		Training	6,000		Training	6,000
		Audit Costs	1,300		Audit Costs	1,300
		Senior Assisted Living Development Costs	837,625		Senior Assisted Living Development Costs	819,600
		Subtotal	1,218,925		Subtotal	1,214,200
Total CFP Estimated Cost			\$1,395,000	\$1,395,000		

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

Activities for Year : 4 FFY Grant: 501-07 PHA FY: 2007			Activities for Year: 5 FFY Grant: 501-08 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
WA 3-1 Westpark	Nursery/Landscape Training Program	136,500	WA 3-1 Westpark	Nursery/Landscape Training Program	139,000
	Erosion Control	45,000		Erosion Control	45,000
	Subtotal	181,500		Subtotal	184,000
WA 3-8 Tara Heights	Erosion Control	1,675	WA 3-8 Tara Heights	Erosion Control	1,700
	Subtotal	1,675		Subtotal	1,700
PHA Wide	Operations	139,500	PHA Wide	Operations	139,500
	Mod Staff Wages and Benefits	105,500		Mod Staff Wages and Benefits	112,500
	Travel for Training	12,000		Travel for Training	12,000
	Resident Initiatives	79,500		Resident Initiatives	85,000
	Supplemental Law Enforcement	65,000		Supplemental Law Enforcement	67,000
	Training	6,000		Training	6,000
	Audit Costs	1,300		Audit Costs	1,300
	Senior Assisted Living Development Costs	803,025		Senior Assisted Living Development Costs	786,000
	Subtotal	1,211,825		Subtotal	1,209,300

Total CFP Estimated Cost	\$1,395,000			\$1,395,000
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PHA Plan Table Library

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

Annual Statement Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

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

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

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF BREMERTON

DECONCENTRATION POLICY

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

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

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

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

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

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

Deconcentration and Income-Mixing Goals

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

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

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

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

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

Increase of higher income families into lower income developments:

Westpark – increase of 10-30 families per year

Tara Heights – increase of 2-5 families per year

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

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

Westpark

Tara Heights

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

Project Designation Methodology

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

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

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

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

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

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

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

Breakdown Method

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

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

BHA Incentives for Higher Income Families

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

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

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

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

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

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

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

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

Housing Authority of the City of Bremerton

Statement of Progress in Meeting the Housing Authority's 5-Year Mission and Goals 2000-2005

I. Meeting the Housing Authority's Mission

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

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

II. Meeting the Housing Authority's Goals

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

PHA Goal: Expand the supply of assisted housing

Objective – Apply for additional rental vouchers

Strategy – To research and actively seek opportunities to increase the voucher allocation in our jurisdiction. The Housing Authority applied for and received additional voucher allocations under the Fair Share NOFA in 2001.

Objective – Reduce public housing vacancies

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

Objective – Acquire or build units of developments

Strategy – The Housing Authority has completed a strategic master planning process, analyzing the disposition of low-income housing throughout the service area. All recommendations were considered, and as a result of this comprehensive process a plan has been developed to meet the needs of the community.

PHA Goal: Improve the quality of assisted housing

Objective – Improve public housing management (PHAS score)

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

Objective – Improve voucher management (SEMAP score)

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

Objective – Increase customer satisfaction

Strategy – A Customer Service Representative position has been established to better serve walk-in clients to the reception area.

Objective – Concentrate on efforts to improve specific management functions

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

Objective – Renovate or modernize public housing units as necessary

Strategy – The Housing Authority continues to abate hazardous materials and will renovate 10 public housing units this year.

PHA Goal: Increase assisted housing choices

Objective – Provide voucher mobility counseling

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

Objective – Conduct outreach efforts to potential voucher landlords

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

Objective – Develop and implement public or other homeownership programs

Strategy – The Resident Initiatives Manager is responsible for managing and expanding homeownership options for low-income residents of Kitsap County. Current programs include the FSS and IDAA programs.

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

PHA Goal: Provide an improved living environment

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

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

Objective – Implement public housing security improvements

Strategy - The Housing Programs department conducts criminal background checks on all applicants to low-income public housing. This assists in determining the suitability of a potential resident, thus providing a safer living environment. In addition, New Approach Anti-Drug Program (NAAD) grants provide on-site law enforcement, improved area lighting and crime prevention through environmental design services.

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

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

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

Strategy – The Housing Authority offers several training programs specifically for residents of low-income public housing and section 8, currently providing job skills training to 5 residents. Other on-site training opportunities include summer youth training through WIA for up to 20 participants and VISTA.

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

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

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

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

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Definition of Substantial Deviation & Significant Modification

Criteria for Significant Amendment, Substantial Deviation, or Modification of the Agency Plan (24 CFR§ 903.7 (r)(ii):

The Bremerton Housing Authority will consider the following changes to its 5-Year Plan and Annual Plan to be “significant” for purposes of triggering the requirements of 24 CFR§ 903.21, including the requirement for reconvening the Resident Advisory Board to review the changes:

- Any change required by amendment in federal statutes, regulations or HUD notices that, in the opinion of BHA, has either substantial programmatic or financial effects on the programs that it administers, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan Year; or,
- Any change that BHA’s Board of Commissioners determines to be significant; or
- Any changes that alter:
 - ✓ The eligibility criteria for Public Housing or Section 8 Vouchers;
 - ✓ The criteria that determine the order of preference for Public Housing and Section 8 Vouchers;
 - ✓ How much recipients will have to pay in rent or other fees while receiving Public Housing or Section 8 Vouchers;
 - ✓ Any plans for demolition of any housing owned or managed by BHA;
 - ✓ Any actions included in the Plan for which HUD requires a 30-day resident comment period;
 - ✓ Any changes covering topics covered by the Plan for which HUD gave notice to applicants, tenants and program participants.

Section 8 to Homeownership Program Summary

The Bremerton Housing Authority will implement the Section 8 to Homeownership Program beginning in 2004. A basic summary of the program is listed below:

- I. Section 8 to Homeownership is a voluntary program. A PHA chooses to participate in the program; participation is not mandatory.

The PHA may convert up to ten rental vouchers to homeownership vouchers per year. The homeownership vouchers are committed up to 15 years.

The basic qualification for participants includes the following:

1. Minimum income requirement is 40 hours per week at state minimum wage (approximately \$14,893 annually).
2. Participants must be employed full-time for at least one year.
3. Participants must be first time homebuyers (have not owned a home in three years - exception listed in 3.c.1).
4. Participants must be in good standing with the BHA Section 8 program.
5. Enrolled in, or a graduate of, BHA's FSS program, OR referred by Section 8 staff.

The Section 8 to Homeownership is one way to ensure that low-income populations are able to purchase homes.

- II. BHA will receive the same amount of funding that it normally does; no additional funds will be given for the homeownership program. BHA will receive the same administrative fee on a monthly basis that it would receive for a rental voucher.
- III. FSS participants are the best target population to market the Section 8 to Homeownership program. FSS participants may use their escrow accounts as down payment for a home. The FSS coordinator will be able to monitor how successful the partnership of FSS and Section 8 to Homeownership is for the participants.
- IV. Those participating in this program must attend and complete the housing counseling program in order to be eligible for Section 8 to Homeownership assistance.
- V. This program has been approved by the HUD field office.
- VI. This program requires approval by the HA Board of Commissioners.

This concludes the brief program summary. The following is the implementation plan that is being submitted for approval.

HOUSING AUTHORITY OF THE CITY OF BREMERTON
Section 8(y) Plan
Outline
Revised 1/2/04

1. Section 8(y) Introduction
2. PHA Option and Capacity
3. Eligibility
4. Homeownership Voucher Subsidy and Payment Standards
5. Homeownership Expenses
6. Financing and Homeownership Counseling
7. Finding a Home / Eligible Units
8. Two Home Inspections
9. Contract of Sale
10. Continued Assistance
11. Move with Continued Assistance
12. Glossary of Acronyms

Section 8 to Homeownership Program

1. Introduction

Section 8(y) of the United States Housing Act of 1937, as amended by section 555 of the Quality Housing and Work Responsibility Act of 1998, authorizes the new Section 8(y) Homeownership Program. Under this option, BHA has chosen to offer homeownership assistance to eligible families who are receiving Section 8 tenant-based assistance. Instead of using the Housing Choice Voucher subsidy to help with *rent*, a qualified family may be able to utilize the subsidy to pay on a home *mortgage*.

Under the 8(y) program, the eligible family is responsible for securing their own financing and finding their own eligible property to purchase, and after the purchase is complete, BHA will make the monthly subsidy payment directly to the family's mortgage lender.

2. PHA Option and Capacity

Under 24 CFR part 982 subpart M, the homeownership option is considered to be a Special Housing Type, and therefore PHAs have the choice to offer or not offer the homeownership option as part of their Section 8 Housing Choice Voucher program. PHAs may choose to offer homeownership assistance to any eligible applicant or participant, or to restrict the assistance to families or purposes defined by the PHA.

By law, 8(y) assistance can only be made available to families receiving or applying for Section 8 tenant-based assistance. Project-based units are not eligible. BHA has chosen to offer 8(y) homeownership assistance to its clients who are found eligible, and who are currently receiving tenant-based Section 8 Housing Choice Voucher assistance, and who are either referred by Section 8 staff OR are enrolled in, or a graduate of, BHA's Family Self-Sufficiency (FSS) program. The FSS Program is entirely voluntary.

PHAs that elect to offer 8(y) assistance must demonstrate capacity to successfully operate such a program. BHA demonstrates capacity in one of the three listed ways:

Requiring that financing for purchase of a home under BHA section 8 homeownership program be provided, insured, or guaranteed by the State or Federal government, comply with secondary mortgage market requirements, or comply with generally accepted private sector underwriting standards.

3. Eligibility

BHA may **not** *set aside* program funding for special housing types, or *require* an applicant to use their voucher for a particular housing type. Also, BHA may not maintain a separate waiting list, or provide selection preference, for applicants who agree to use their vouchers for homeownership.

In order to be found eligible for possible homeownership, a family must meet the following requirements:

- a. Must be a current Housing Choice Voucher program participant, receiving tenant-based rental assistance.
- b. Must attend homeownership classes such as budgeting, credit repair, home maintenance, fair housing and financing which take place under the BHA FSS program. In addition, FSS escrows may be used for down payment in the homeownership program.
- c. Must be a first-time homeowner.
 - 1) No family member may have had any ownership interest in any residence, including that of any other family member, currently and during the last three (3) years (**except** a single parent or displaced homemaker who, while married, owned a home with a spouse or resided in a home owned by a spouse; and except co-operative members who have already acquired shares). In addition, no member of the family purchasing the home may have ownership interest while receiving homeownership assistance.

- 2) A co-operative member.
- 3) If a family includes a person with a disability, BHA determines whether homeownership is necessary for reasonable accommodation (case-by-case basis)
- d. Must meet minimum income and employment requirements (**not applicable** for elderly and/or disabled families*).
 - 1) Currently employed full-time; that is, **at least** 40 hours per week **and** has been so employed for **at least** one (1) year.
 - a) BHA will determine to what extent interruptions in the one-year period are considered a break in continuity (case-by-case basis).
 - b) If a family includes a person, other than the head or spouse, who is disabled, an exemption from the employment requirement must be granted if BHA determines that it is necessary for reasonable accommodation.
 - 2) Earning **at least** minimum wage (currently \$7.16/hr) and having gross earned income of at least \$14,893 per year. This requirement needs to be satisfied at the commencement of homeownership but is not a continuing requirement. Family members purchasing the home can contribute to this requirement.
 - 3) The law states that the income to be considered when meeting the minimum income requirement **cannot** come from welfare assistance (“welfare assistance” is defined in HUD’s regulations §5.603, which identifies all types of this income that cannot be counted for homeownership assistance).
 - a) Welfare assistance **can** be counted in the case of a disabled or elderly family.
- e. No family member may have previously received homeownership assistance and defaulted on the mortgage.
- f. Must engage in pre- and post-purchase counseling provided by HUD-approved community partners or in congruence with HUD guidelines.
- g. BHA may establish additional requirements for family eligibility.
 - 1) BHA may **not** establish different eligibility requirements for neither the minimum income standard or the employment requirement.

*An “elderly” or “disabled” family is one in which the head of household or spouse only is considered elderly or disabled per statutory definition.

4. Homeownership Voucher Subsidy and Payment Standards

The Payment Standard (PS) determines the maximum subsidy a family can receive in the Voucher program. The **same** PS that is used for rental families is used for homeownership families. There is no separate “homeownership payment standard” schedule. The PS applied to a homeownership family is the **greater** of:

- a. PS at commencement of homeownership assistance, OR
- b. PS at most recent *reevaluation* since commencement of homeownership assistance.

A family’s Total Tenant Payment (TTP) is the **greater** of:

- a. 30% of adjusted monthly income, OR
- b. 10% of gross monthly income, OR
- c. Welfare rent in “as paid” States (*N/A for BHA*), OR
- d. Minimum rent of \$0, as established by BHA.

Note that a family’s welfare assistance **is** considered when determining the amount of TTP.

The monthly Homeownership Assistance Payment (HAP) is calculated as the **lesser** of:

- a. PS minus family TTP, OR
- b. Family’s monthly homeownership expenses minus family TTP.

Note that a family’s welfare assistance **is** considered when determining the amount of HAP.

HAP is paid directly to the lender. In the event that the HAP amount exceeds the amount due to the lender on a monthly basis, BHA must pay the excess amount directly to the family.

Just as in the voucher rental program, after the inception of HAP payments for homeownership, BHA must reexamine the family's income and composition on an annual basis. Appropriate adjustments to the amount of HAP will be made based on the results of the reexaminations.

The **maximum term** that a family can receive HAP under 8(y) homeownership is:

- a. 15 years if the initial mortgage has a term of 20 years or longer;
- b. 10 years in all other cases.

These time limits apply from the initial home purchase under 8(y), regardless of whether the family moves to a new unit. These time limits do **not apply** to elderly or disabled families. In the case of an elderly family, this exception to the time limit only applies if the family qualifies as elderly at the commencement of the homeownership assistance. In the case of a disabled family, the exception applies at any time the family qualifies as disabled during the entire term of receiving homeownership assistance. If, during the time the family is receiving homeownership assistance, that family ceases to qualify as elderly or disabled, then the time limits will become effective as of the date of the commencement of homeownership assistance (although that family must receive at least six months of homeownership assistance after the time limit became applicable, as long as that family is otherwise eligible to receive the assistance).

5. Homeownership Expenses

BHA considers all of the following to be "homeownership expenses" when calculating the amount of HAP:

- a. Principal and interest on the mortgage debt.
- b. Mortgage insurance.
- c. Real estate taxes.
- d. Home insurance.
- e. Principal and interest on mortgage debt for major repairs (including accessibility modifications for disabled).
- f. If home is a co-op or condo, may include co-op or condo operating charges or maintenance fees.
- g. BHA's allowance for utilities.
 - 1) BHA uses the **same** utility allowance that is used for the rental program, which is set by BHA to reflect the typical cost of utilities paid by energy-conservative families that occupy housing of similar size and type.

The purchasing family is responsible for all homeownership expenses not covered by the HAP. If homeownership expenses exceed the PS, then the family pays the difference out-of-pocket in addition to the TTP. Although the law limits the amount a family may pay out-of-pocket for a new unit during the first year in the *rental* program to 40% of adjusted monthly income, there is **no** such limitation for the 8(y) *homeownership* program.

6. Financing and Homeownership Counseling

The purchasing family is ultimately responsible for securing its own financing. BHA has, and will continue, to develop partnerships with area lenders to assist families in obtaining their financing, but BHA may not **require** the use of a certain lender. Families will be given a referral list of BHA's partnered lenders during homeownership counseling.

The selected lender will be responsible for referring the family to the program's **required** homeownership counseling. The family **must** attend and satisfactorily **complete** the counseling program in order to be eligible for Section 8 to Homeownership assistance. Homeownership counseling must be conducted by a housing counseling agency at no charge to the family; Per HUD, topics to be covered in the counseling program must include:

- a. Home maintenance.
- b. Budgeting and personal finance management.
- c. Credit counseling and credit repair.
- d. Financing aspects.
 - 1) Obtaining financing and loan pre-approvals.
 - 2) Types of financing, pros and cons of different financing.

- e. How to find a home.
- f. Advantages of purchasing in an area that does not have a high concentration of low-income families.
- g. Information on fair housing, fair housing lending, and local enforcement agencies.
- h. Information about RESPA, and State and Federal truth-in-lending laws and how to avoid loans with oppressive terms and conditions.

Homeownership counseling may also be adapted to suit the needs of an individual family.

BHA has also established requirements concerning the terms of the financing. Specifically, the following forms of financing activities are *prohibited*:

- a. Balloon payment mortgages.
- b. Variable-rate interest.
- c. Pre-payment penalties on conventional loans.
- d. Seller financing.

Only FHA, VA, or conventional loans are allowed. If the home purchase is financed with FHA mortgage insurance, then the financing is subject to all FHA requirements. Otherwise, all underwriting standards of the selected lender's financing program will apply.

The family purchasing the home must pay for credit checks unless paid by other sources.

Sellers may contribute to down payment and closing costs if they choose.

It is anticipated that mortgage lenders will consider the Section 8 assistance when qualifying a family for a loan, although this is not required. Family will disclose all financial information to lenders, not BHA.

After a lender qualifies a family for a loan, the family will then contact BHA for an appointment. The family must provide all loan papers and the Homeownership Counseling certificate to BHA at time of appointment. BHA reserves the right to disapprove any proposed financing, refinancing, or financing for improvements or repairs, if BHA determines that the debt will be unaffordable for the family, or if the lender or the loan terms do not meet BHA's requirements. Affordability for the family is concluded by BHA on a case-by-case basis.

*As long as the family is receiving homeownership assistance, **before** any refinancing of the mortgage debt, or financing for improvements or repairs, is **finalized**, the family **must** provide BHA with all information concerning the terms of the new financing (in writing). BHA must approve the new lender and financing terms before the new financing can take place.*

Voucher funds may **not** be used to assist the purchasing family with financing costs such as down payment, closing costs, etc.

It is allowable for local or State Community Development Block Grants (CDBG) or other subsidized financing to be used in conjunction with the 8(y) program.

7. Finding a Home / Eligible Units

At the time that BHA approves a family's chosen lender and loan terms, BHA will provide the family with a list of area realtors.

BHA has established a time limit for a family to locate and purchase a home. A family will have 90 calendar days from the date of their appointment with BHA (in which BHA qualified the chosen lender and the loan terms) to enter into a Contract of Sale on a home. One 90-day extension is possible at BHA's discretion, decided on a case-by-case basis. The family must come into BHA's office and request an extension in writing.

The purchasing family must choose a home within BHA's jurisdiction, which is all of Kitsap, Mason, Lewis, and Jefferson County. A family may purchase outside the jurisdiction only if the

receiving housing authority is administering the Section 8 to Homeownership program and is accepting new families.

Housing units eligible for purchase under Section 8 to Homeownership include units that already exist, or are under construction; at the time that BHA determines that the family's lender and loan terms are qualified. The seller cannot be debarred, suspended, or subject to a limited denial of participation under 24 CFR Part 24. Purchase of a condo is eligible, only if it is a one-unit property or single-dwelling unit (a townhouse is *eligible*; both units of a duplex are *ineligible*).

It is permitted under 8(y) for a family to receive homeownership assistance when that family has purchased a home they previously occupied under a lease-purchase agreement (lease with an option to purchase). An option to purchase under a lease-purchase agreement is **not** considered to be the prohibited "present ownership interest".

Manufactured home purchase

BHA does not encourage manufactured home purchase unless the family is eligible for a FHA loan. The buyer must be aware that few lenders are willing to finance manufactured homes and it is difficult to find homeownership insurance. The purchase may be allowed only provided that the manufactured home is secured to a foundation and is not "personal" property. Moreover, manufactured homes must be complete (turnkey) and packaged with the land in one loan.

BHA reserves the right to disapprove the chosen unit if BHA has been informed (by HUD or otherwise) that the seller (current owner) is debarred, suspended, or subject to limited denial of participation under 24 CFR part 24.

8. Two Home Inspections

After the family has chosen a home for purchase, two inspections of the home are required at time of purchase: a Housing Quality Standards (HQS) inspection, and an independent professional inspection.

Just as in the voucher rental program, the family will first contact BHA for an appointment with an HQS inspector. The HQS is performed at no charge to the family, and unlike the voucher rental program in which HQS is performed on an annual basis, under 8(y), the HQS is only required at the time of the *initial* home purchase. *However, BHA reserves the right to conduct interim HQS inspections if deemed necessary before continuing to provide homeownership assistance, such as if BHA receives reports that the home is not being kept in a safe and sanitary manner.*

The purpose of BHA's initial HQS inspection is to determine that the current condition of the chosen home is decent, safe, and sanitary. If the home does not pass the HQS inspection, then BHA will discuss with the purchasing family whether it would be more feasible to locate another home to purchase (that is also subject to the two required inspections) or to have the needed repairs completed prior to sale.

If the home does pass HQS, then the family must arrange for and hire an independent professional inspector. The professional inspector's fees are to be paid for by the family, although the source of funds may come from sources other than the family's savings. The purpose of the independent inspection is to assess the adequacy and life span of major systems, appliances, and other structural components, and to identify potential problems, such as an aging heating system that needs to be replaced. The results of an independent professional inspection must be satisfactory to the purchasing family, which is a typical contingency clause in Contracts of Sale and is consistent with real estate practice.

The family is required to provide BHA with a copy of the independent professional inspection report. BHA may disapprove the unit for purchase based on the results of the independent inspection.

9. Contract of Sale

When the family enters into a Contract of Sale to purchase the home, the family must provide a copy of the Contract to BHA. The Contract must:

- a. Specify price and terms of sale.
- b. Provide for pre-purchase inspection.
 - 1) At buyer's satisfaction, buyer not obligated to pay for repairs.
- c. Certify that seller is not debarred, suspended, or subject to limited denial of participation.

10. Continued Assistance

After purchase of the home, the family must continue to abide by certain Homeowner Obligations, as stipulated by BHA, in order to continue receiving the monthly HAP assistance. For instance, the family must:

- a. Comply with all applicable Family Obligations under the voucher program including annual income review.
- b. Comply with the terms of the mortgage.
- c. Use only this home as the family's residence.
- d. Report any changes in family composition or income to BHA.
- e. Not sublet or lease the home.
- f. Supply information to BHA concerning:
 - 1) Any refinancing or payment of the debt.
 - 2) Sale or transfer of any interest in the home.
 - 3) Homeownership expenses.
- g. Provide notice of move-out to BHA.
- h. Provide any notice of default to BHA.
- i. Not own any interest in any other residential property (this applies to every household member).
- j. Comply with any additional requirements for continuation of homeownership assistance (i.e. post-purchase counseling).
- k. Pay all property taxes in a timely manner.
- l. Ensure that all utilities and appliances are provided in order to maintain a decent, safe, and sanitary home.

The family is required to sign a Homeowner Obligations written agreement stating that all family members will comply with all obligations under the Section 8 to Homeownership program.

Normal program requirements state that if the family defaults on the mortgage securing the home, then:

- a. BHA must terminate the homeownership assistance.
- b. BHA may or may not allow the family to continue participation in the voucher program with *rental* assistance (decided by BHA on a case-by-case basis).
- c. In the case of default on a FHA-insured mortgage, BHA may be required to terminate the assistance in certain cases.

11. Move with Continued Assistance

If the family moves out of the home and does not purchase another home under Section 8 to Homeownership, then BHA may not continue homeownership assistance after the month when the family moves out. Neither the family, nor the lender, is required to refund to BHA any homeownership assistance for the month when the family moves out.

Under Section 8 to Homeownership, a family may move from one unit to another and still receive voucher assistance, either homeownership or rental. BHA may not commence continued voucher assistance for occupancy of the new unit as long any family member owns title or other interest in the prior home.

BHA prohibits more than one move during any one-year period.

If a family elects to move to another unit and continue homeownership assistance, all initial eligibility requirements will apply, **except**:

- a. Being a first-time homeowner.
- b. Completing pre-assistance counseling, although BHA may require additional counseling on a case-by-case basis.

The maximum time limit that a family can receive homeownership assistance does not start over if the family moves to another unit. The time limit begins with the purchase of the first home under Section 8 to Homeownership (this is not applicable to elderly or disabled families).

12. Glossary of acronyms

BHA = Housing Authority of the City of Bremerton
CFR = Code of Federal Regulations
FHA = Federal Housing Administration
FSS = Family Self-Sufficiency Program
HAP = Housing Assistance Payment
HQS = Housing Quality Standard
HUD = Department of Housing and Urban Development
PHA = Public Housing Authority
PS = Payment Standard
RFP = Request for Proposal
TTP = Total Tenant Payment
VA = Veterans Administration

Statement of Intent: Section 8 PHA Project Based Vouchers

Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)
 1. Support de-concentration
 2. Assist in alleviating a documented shortage in low-income senior housing

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

- 32 units within Kitsap County census tract 809
- Blocks 2000 through 2010

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Operations	Operations expenses - 20% of grant	1406		289,132	289,132			
	SUBTOTAL			289,132	289,132			
2. PHA Wide Management Improvements	1. Staff training 2. Economic development 3. Coordination of residents 4. Business analyst 5. QA program 6. Contracted consultants 7. Police contract	1408		7,000 9,817 60,825 63,000 40,400 30,000 56,000	1,255 9,817 60,825 0 0 1,400 56,000			5,745 to 1430 Westpark Redevelopment 123,000 to 1430 Westpark Redevelopment 9,000 to 1450 Erosion Control
	SUBTOTAL			267,042	129,297			
3. PHA Wide Administrative Costs	1. Modernization wages and benefits 2. Travel for training	1410		131,950 12,600	131,458 4,083			492 to 1430 Westpark Redevelopment 8,517 to 1430 Westpark Redevelopment
	SUBTOTAL			144,550	135,541			
4. PHA Wide Audit Costs	Annual financial audit costs	1411		1,300	1,300			
	SUBTOTAL			1,300	1,300			
5. PHA Wide Fees and Costs	Abatement project management Westpark redevelopment costs	1430		10,655	0 516,247			10,655 to the Redevelopment Line Item 516,247 from 1408, 1410, 1460, 1470, 1450
	SUBTOTAL			10,655	516,247			
6. WA 3-1 Westpark	Erosion control and landscaping	1450		169,700	178,700			9,000 from 1408 Administrative Support
	SUBTOTAL			169,700	178,700			
7. WA 3-8 Tara Heights	Erosion control and landscaping	1450		4,300	4,300			
	SUBTOTAL			4,300	4,300			

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

Signature of Executive Director and Date Merrill Wallace II, PHM	Signature of Public Housing Director/Office of Native American Programs Administrator and Date Date: 4/1/04
---	--

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
8. WA 3-1 Westpark	1. Abatement of hazardous waste materials in dwelling units.	1460	10	31,000	416.00	→		30,584 to 1430 Westpark Redevelopment
	2. Retrofit units to meet local building/safety codes, energy efficiency and replace deteriorating conditions of existing buildings.		10	448,983	145,831.00	→		303,152 to 1430 Westpark Redevelopment
	SUBTOTAL			479,983	146,247			
9. PHA Wide Non-Dwelling Structures	1. WPCC carpet replacement	1470		15,000	7,388.00	→		2,662 to 1430 Westpark Redevelopment
	2. WPCC HVAC system installation			30,000	34,950.00	←		4,950 from the WPCC Carpet Line Item
	3. Administrative building HVAC system upgrade			15,000	1,000.00	→		14,000 to 1430 Westpark Redevelopment
	SUBTOTAL			60,000	43,338			
10. WA 3-1 Relocation	Relocate families to abate lead from units	1495.1	10	19,000	1,560	→		17,440 to 1430 Westpark Redevelopment
	SUBTOTAL			19,000	1,560			
GRAND TOTAL				1,445,662	1,445,662			

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Signature of Executive Director and Date Merrill Wallace II, PHM Date: 4/1/04	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

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

Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	9/30/2003			9/30/2005			
WA 3-8 Tara Heights	9/30/2003			9/30/2005			
PHA Wide							
Management Improvements	9/30/2003			9/30/2005			
Operations	9/30/2003			9/30/2005			
Audit Costs	9/30/2003			9/30/2005			
Administrative Costs	9/30/2003			9/30/2005			
Non-Dwelling Structures	9/30/2003			9/30/2005			
Fees & Costs	9/30/2003			9/30/2005			

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Signature of Executive Director and Date Merrill Wallace II, PHM Date: 4/1/04	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary

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

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

HA Name HOUSING AUTHORITY OF THE CITY OF BREMERTON	Comprehensive Grant Number WA19P003501-02	FFY of Grant Approval 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number 2 Performance & Evaluation Report for Program Year _____
 Final Performance & Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	0	142,021.00		
3	1408 Management Improvements	39,565	198,965.00		
4	1410 Administration	102,581	102,581.00		
5	1411 Audit		1,300.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	57,540	841,791.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	133,556	133,556.00		
10	1460 Dwelling Structures	1,049,100			
11	1465.1 Dwelling Equipment - Non-Expendable				
12	1470 Non-Dwelling Structures				
13	1475 Non-Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs	23,400	0.00		
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)	14,472	0.00		
19	Amount of Annual Grant (sum of lines 2-18)	1,420,214	1,420,214		
20	Amount of line 19 Related to LBP Activities	1,072,500			
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security		41.00		
23	Amount of line 19 Related to Energy Conservation Measures				

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

Signature of Executive Director & Date
X
Merrill Wallace II, PHM
Date: 1/23/04

Signature of Public Housing Director/Office of Native American Programs Administrator & Date
X

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

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

Office of Public and Indian

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Operations	Operations	1406		0	142,021.00	←		142,021 from 1460 Renovation
	SUBTOTAL			0	142,021.00			
2. PHA Wide Management Improvements	a. Training for Mod/Maint staff to keep updated on rules and regulations.	1408		3,000	3,000.00			
	b. Coordination of resident activities.			36,565	36,565.00	←		56,000 from 1460 Renovation
	c. Supplemental Law Enforcement				56,000.00	←		40,400 from 1460 Renovation
	d. Administrative Support				40,400.00	←		63,000 from 1460 Renovation
	e. Business analyst				63,000.00	←		
	SUBTOTAL			39,565	198,965.00			
3. PHA Wide Administrative	a. Modernization staff wages.	1410		71,227	71,227.00			
	b. Fringe benefits for Mod staff.			26,354	26,354.00			
	c. Travel for training.			5,000	5,000.00			
	SUBTOTAL			102,581	102,581.00			
4. PHA Wide Audit Costs	Audit costs	1411			1,300.00	←		1,300 from 1460 Renovation
	SUBTOTAL			0	1,300			
5. PHA Wide Fees & Costs	a. Consultant for hazardous waste for LBP abatement.	1430		30,500	0.00	→		30,500 to the Westpark Redevelopment Line Item
	b. Construction Manager			27,040	0.00	→		27,040 to the Westpark Redevelopment Line Item
	c. Westpark redevelopment costs				841,791.00	←		841,791 from 1430, 1460, 1495.1, 1502
	SUBTOTAL			57,540	841,791.00			
6. WA 3-1 Westpark	a. Landscaping, erosion control	1450		132,556	132,556.00			
	SUBTOTAL			132,556	132,556.00			
7. WA 3-8 Tara Heights	Landscaping, erosion control	1450		1,000	1,000.00			
	SUBTOTAL			1,000	1,000.00			

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Signature of Executive Director and Date Merrill Wallace II, PHM Date: 1/23/04	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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**U.S. Department of Housing
and Urban Development**

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

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

Office of Public and Indian

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
8. WA 3-1 Westpark	a. Abatement of hazardous waste materials in dwelling units.	1460		74,100	0.00			74,100 <u>to</u> 1430 Westpark Redelvelopment
	b. Retrofit units to meet local building/safety codes, energy efficiency and replace deteriorating conditions of existing buildings.	1460		975,000	0.00			672,279 <u>to</u> 1430 Westpark Redevelopment
	SUBTOTAL			1,049,100	0.00			302,721 <u>to</u> 1406, 1408, 1411 accounts
12. WA 3-1 Westpark	Relocate families to abate lead from units.	1495.1	27	23,400	0.00			23,400 <u>to</u> 1430 Westpark Redevelopment
	SUBTOTAL			23,400	0.00			
13. PHA Wide Contingency	.6% of Annual Grant Amount			14,472	0.00			14,472 <u>to</u> 1430 Westpark Redevelopment
	SUBTOTAL			14,472	0.00			
	GRAND TOTAL			1,420,214	1,420,214			

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Signature of Executive Director and Date Merrill Wallace II, PHM Date: 1/23/04	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
--	--

Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

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

Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	9/30/2004			9/30/2006			
WA 3-8 Tara Heights	9/30/2004			9/30/2006			
PHA Wide Management Improvements	9/30/2004			9/30/2006			
Administrative	9/30/2004			9/30/2006			
Fees & Costs	9/30/2004			9/30/2006			

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Signature of Executive Director and Date

Merrill Wallace II, PHM

Date: 1/23/04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Operations	Operational expenses	1406			138,900.00			111,600 from 1502 Contingency 27,300 from 1490 Replacement Reserve
	SUBTOTAL			0	138,900.00			
2. PHA Wide Management Improvements	a. Training for Mod/Maint staff to keep updated on rules and regulations. b. Coordination of resident activities. c. Administrative Assistant d. Systems Technician Assistant e. Benefits f. Supplemental law enforcement g. Economic development h. Software purchase and support	1408		8,000 42,296 35,672 35,915 40,998 59,895 20,224 36,000	8,000.00 42,296.00 35,672.00 35,915.00 40,998.00 59,895.00 20,224.00 36,000.00			35,915 to 1430 Fees and Costs 20,224 to 1430 Fees and Costs 36,000 to 1430 Fees and Costs
	SUBTOTAL			279,000	186,861.00			
3. PHA Wide Administrative	a. Modernization staff wages. b. Fringe benefits for Mod staff. c. Travel for training.	1410		89,932 33,568 16,000	75,432.00 28,018.00 10,000.00			
	SUBTOTAL			139,500	113,450.00			
4. PHA Wide Audit Costs	Audit costs	1411		1,300	1,300.00			
	SUBTOTAL			1,300	1,300.00			
5. PHA Wide Fees & Costs	Westpark redevelopment costs	1430			510,486.00			510,486 from 1408, 1450, 1460, 1465.1, 1470, 1490
	SUBTOTAL			0	510,486.00			
6. WA 3-1 Westpark	a. Landscaping, erosion control b. Trainer wages and benefits c. Trainee wages	1450		29,250 55,255 73,000	29,250.00 55,255.00 73,000.00			
	SUBTOTAL			157,505	157,505			

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

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Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
7. WA 3-8 Tara Heights	Landscape and erosion control	1450		1,050	5,000.00	←		3,950 from 1490 Replacement Reserve
	SUBTOTAL			1,050	5,000.00			
8. WA 3-1 Westpark	Roof replacement	1460	7 bldgs		21,000.00	←		21,000 from 1490 Replacement Reserve
	SUBTOTAL			0	21,000.00			
9. WA 3-1 Westpark	a. HVAC improvements for the WPCC b. Carpet replacement for the WPCC c. Security system upgrade for administrative buildings	1470		21,000 8,000 15,000	0.00 0.00 0.00	} →		30,000 to 1430 Westpark Redevelopment
	SUBTOTAL			44,000	0.00			
10. WA 3-1 Westpark	Replacement reserves for the redevelopment of Westpark	1490		655,045	0.00	→		655,045 to 1406, 1430, 1450, 1460, 1465.1, 1470
	SUBTOTAL			655,045	0.00			
11. Contingency	8% of Annual Grant Amount	1502		111,600	0.00	→		111,600 to 1406 Operations
	SUBTOTAL			111,600	0			
	GRAND TOTAL			1,389,000	1,134,502			

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Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	9/30/2005			9/30/2007			
WA 3-8 Tara Heights	9/30/2005			9/30/2007			
PHA Wide Management Improvements	9/30/2005			9/30/2007			
Administrative	9/30/2005			9/30/2007			
Fees & Costs	9/30/2005			9/30/2007			

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Merrill Wallace II, PHM

Date: 4/1/04

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement / Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary

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

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

HA Name HOUSING AUTHORITY OF THE CITY OF BREMERTON	Comprehensive Grant Number WA19P003502-03	FFY of Grant Approval 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number ___ Performance & Evaluation Report for Program Year _____
 Final Performance & Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	226,102			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Non-Expendable				
12	1470 Non-Dwelling Structures				
13	1475 Non-Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (sum of lines 2-18)	226,102			
20	Amount of line 19 Related to LBP Activities	226,102			
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures				

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Signature of Executive Director & Date
X
Merrill Wallace II, PHM
Date: 1/23/04

Signature of Public Housing Director/Office of Native American Programs Administrator & Date
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OMB Approval No. 2577-0157 (exp. 7/31/98)

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Fees & Costs	Westpark redevelopment costs	1430		226,102				
	SUBTOTAL			226,102				

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Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	9/30/2005			9/30/2007			
WA 3-8 Tara Heights	9/30/2005			9/30/2007			
PHA Wide Management Improvements	9/30/2005			9/30/2007			
Administrative	9/30/2005			9/30/2007			
Fees & Costs	9/30/2005			9/30/2007			

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Chapter 11

PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS

[24 CFR Part 960, Subpart G]

INTRODUCTION

HUD regulations at 24 CFR Part 960, Subpart G describe BHA's options regarding pet policies for general occupancy projects. For pet policies concerning developments for the elderly and persons with disabilities see the previous chapter. BHAs cannot prohibit or prevent any tenant from owning common household pets

[BHAs must develop policies pertaining to the keeping of pets in public housing units in general occupancy (family) projects]

BHA Annual Plans are required to contain information regarding BHA's pet policies for public housing units, excluding public housing developments for the elderly and persons with disabilities. As with all components of the Annual Plan, BHA pet policy for family projects is subject to public hearing, Resident Advisory Board consultation and HUD review

This Chapter explains BHA's policies on the keeping of pets in general occupancy projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this BHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of BHA.

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

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.

A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to service animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing.

B. STANDARDS FOR PETS

The regulations state that BHA pet rules may contain a reasonable definition of common household pets, but BHA's pet rules may not conflict with State/local law. The HUD regulations for elderly/disabled projects in 24 CFR 5.306(1) are a good guide to determine what is "reasonable" if challenged. The standards below are a suggestion and may be changed to your BHA's preference.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

1. Dogs

Maximum number: 1 (ONE)

Maximum adult weight: 25 pounds

Must be a non-aggressive breed

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

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

Any litter resulting from the pet must be removed immediately from the unit

2. Cats - domesticated

Maximum number: 2 (TWO)

Must be spayed or neutered

Must have all required inoculations

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

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

Any litter resulting from the pet must be removed from the unit immediately

3. Birds (canaries, finches, parakeets, cockatiels, small parrots, etc) **NO EXOTIC BIRDS**

Maximum number: 2 (TWO)

Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size 30 gallons

Must be maintained on an approved stand

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

Maximum number: 2 (TWO)

Must be enclosed in an acceptable cage at all times

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

The following are NOT considered "common household pets":

Domesticated dogs that exceed 25 pounds. (Animals certified to assist persons with disabilities are exempt from this weight limitation).

Vicious or intimidating pets. Dog breeds including pit bull/rottweiler/chow/boxer/Doberman/Dalmatian/German shepherd are considered vicious or intimidating breeds and are not allowed.

Animals who would be allowed to produce offspring for sale.

Wild, feral, or any other animals that are not amenable to routine human handling. Any poisonous animals of any kind.

Fish in aquariums exceeding 30 gallons in capacity.

Non-human primates.

Animals whose climatological needs cannot be met in the unaltered environment of the individual dwelling unit.

Pot-bellied pigs.

Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to small children.

Hedgehogs or other animals whose protective instincts and natural body armor produce a risk of serious puncture injuries to children.

Chicks, turtles, or other animals that pose a significant risk of salmonella infection to those who handle them.

Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.

Snakes or other kinds of reptiles.

C. REGISTRATION AND APPROVAL

ALL CATS AND DOGS MUST BE REGISTERED AND APPROVED BEFORE BROUGHT ONTO THE PREMISES. The pet owner must enter into a pet agreement with BHA. The registration process consists of:

- a. Basic Information about the Pet
- b. Proof of required inoculations mandated by the city.
- c. Proof of City Licensing
- d. Proof of Spaying and Neutering. All female dogs over the age of 6 months and female cats over the age of 5 (five) months must be spayed. All male dogs over the age of 8 (eight) months and all male cats over the age of 10 (ten) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be required to all the pet to become a resident of the community.
- e. Color photo of the pet, not less than 3x3 in size
- f. Certificate signed by a licensed veterinarian or state/local entity that the pet has no communicable disease(s) and is pest free.
- g. Execution of a pet agreement with BHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.
- h. Residents must be in good standings with BHA before a pet agreement will be executed.
- i. Payment of a \$150 deposit and \$50 fee (Service animals excluded)

No pet shall be approved or allowed onto the premises pending these requirements.

Failure to appropriately register a dog or cat and pay the required security deposit shall be cause for termination of the lease.

Refusal to Register Pets

If BHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

BHA will refuse to register a pet if:

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

Keeping the pet would violate any House Rules;

The pet owner fails to provide complete pet registration information;

The pet owner fails to update the registration annually;

Complaints have been received by other tenants about the pet.

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

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

At the time of request, the tenant is not in good standing with BHA.

D. PET AGREEMENT

Residents who have been approved to have a pet must enter into a Pet Agreement with BHA.

The Resident will certify, by signing the Pet Agreement, that the Resident will adhere to the following rules:

Agree that the resident is responsible and liable for all damages caused by their pet(s).

All complaints of cruelty and all dog bites will be referred to animal control or applicable agency for investigation and enforcement.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.

No animals may be tethered or chained outside or inside the dwelling unit.

When outside the dwelling unit, all pets must be on a leash or in an animal transport enclosure and under the control of a responsible individual.

All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge of **\$25**. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin. Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit or in animal enclosures maintained within dwelling units AND must be removed and/or replaced regularly. Failure to do so will result in a Pet Waste Removal charge.

The Resident/Pet Owner shall be responsible for the removal of waste from any animal or pet exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin immediately.

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

Mandatory implementation of effective flea control by measures that produce no toxic hazard to children who may come into contact with treated animals.

The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.

The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and BHA accepts no responsibility for pets so removed.

That failure to abide by any animal-related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.

Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

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

Dogs may only be kept in dwelling units with an enclosed yard space. Pet owners may not alter their unit or patio to accommodate an animal.

F. DESIGNATION OF PET-FREE AREAS

CFR 960.707 states that where appropriate to local conditions (including size and type of building), a BHA could institute some pet-free areas. This section is subject to State and local law.

The following areas are designated as no-pet areas:

- BHA playgrounds**
- BHA day care centers**
- BHA management offices**
- BHA community centers**
- BHA recreation center areas**
- BHA Ballfields**

G. PETS TEMPORARILY ON THE PREMISES

Excluded from the premises are all animals and/or pets not owned by residents.

Residents are prohibited from feeding or harboring stray animals.

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

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

H. DEPOSITS FOR PETS

CFR 960.707 allows BHAs to require a refundable pet deposit to cover additional costs attributable to the particular pet. It is not required that BHA charges a pet deposit. In determining a reasonable pet deposit amount, BHA could select an amount which will be the higher of the TTP or such reasonable fixed amount as BHA may require. A good reasonableness standard for the maximum amount to charge is the amount published in the Federal Register by HUD for certain projects on 12-1-86, which was \$300.00. You may permit gradual accumulation of the deposit through specific payments]

BHA should consult State/local law regarding pet deposits, retention of the deposit, interest, return of the deposit or portion of the deposit to resident, and any other requirements.

Tenants with animals must pay a refundable pet deposit of \$150 and a non-refundable fee of \$50.00 for the purpose of defraying all reasonable costs directly attributable to the presence of a particular pet.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed.

These charges are due and payable within 30 days of written notification.

Monthly payments can be paid in an amount not less than \$50 until the specified deposit has been paid.

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

BHA will refund the Pet Deposit of \$150 to the tenant, less any damage caused by the pet to the dwelling unit, within a reasonable time after the tenant moves or upon removal of the pet from the unit. The non-refundable fee of \$50 will be used for routine fumigation purposes.

The refundable pet deposit will be placed in an escrow account. BHA will refund the unused portion of the deposit to the resident within a reasonable time after the resident moves from the project.

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

All reasonable expenses incurred by BHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including, but not limited to:

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

Fumigation of the dwelling unit;

Common areas of the project if applicable

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

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

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

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

I. ADDITIONAL PET FEES

CFR 960.707 allows BHAs to require a non-refundable nominal fee to cover the reasonable operating costs to the development relating to the presence of pets. It is not required that BHA charges this fee. In determining a reasonable nominal fee amount, and if this payment must be an annual fee (rather than a monthly fee), BHA could consult State/local law.]

BHA will charge a non-refundable nominal fee of \$50 for each household with a pet.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

Landscaping costs

Pest control costs

Insurance costs

Clean-up costs

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

J. PET WASTE REMOVAL CHARGE

The regulations do not address BHA's ability to impose charges for house pet rule violations. Charges for violation of BHA pet rules may be treated like charges for other BHA tenancy rules or lease violations]

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

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

K. PET AREA RESTRICTIONS

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

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

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

L. CLEANLINESS REQUIREMENTS

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

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

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

M. PET CARE

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

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

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

Animals must not be a nuisance or a threat to the health or safety of BHA employees, postal workers, agency employees, the public or other residents in the community by reason of noise, unpleasant odors, or other objectionable situations.

Pet owners will be totally liable for all damages or injuries cause by their pet.

Breeding of pets is prohibited.

Any pet owner found to be involved in animal cruelty or neglect will have their pet agreement terminated.

If maintenance is requested or scheduled, either the pet owner must be at home at the time of service to restrain pets or pets must be confined. Failure to confine pets may be cause for delay of maintenance service, additional costs to the pet owner in the event of rescheduled maintenance, and termination of either the pet agreement or residential lease. BHA will not be liable for any pet who escapes due to failure of the owner to properly confine the pet.

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

N. RESPONSIBLE PARTIES

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

O. ALTERATIONS TO UNIT

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

P. PET RULE VIOLATION NOTICE

[INSTRUCTION: 24 CFR Part 960 Subpart G does not contain pet rule violation procedures. The lease incorporates the pet rules and states that the tenant agrees to comply with the rules, and that violations of the pet rules may be grounds for removal of the pet or for termination of tenancy. We suggest you include pet rule violation procedures and have included some model violation procedures here to give you an idea of what HUD may consider as "reasonable."]

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 10 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

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

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

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

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

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

If the pet owner requests a meeting within the 10 day period, the meeting will be scheduled no later than 10 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

Q. NOTICE FOR PET REMOVAL

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

The Notice shall contain:

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

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

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

R. TERMINATION OF TENANCY

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

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

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

S. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over 48 hours.

If the responsible party is unwilling or unable to care for the pet, or if BHA after reasonable efforts cannot contact the responsible party, BHA may contact the appropriate State or local agency and request the removal of the pet, **or BHA may place the pet in a proper facility for up to 30 days. If there is no other solution at the end of 30 days, BHA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.**

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

T. EMERGENCIES

[INSTRUCTION: If there is no State or local authority authorized to remove a pet that becomes vicious or displays signs of severe illness, BHA may wish to place a provision in the lease permitting BHA to enter the premises (if necessary), and to remove the pet. BHA may take such action with the pet as may be permissible under State law, which may include placing it in a facility that will provide care and shelter for a period not to exceed 30 days. This lease provision would be initiated if BHA requests the pet owner to remove the pet immediately, and the pet owner refuses to do so, or if BHA is unable to contact the pet owner to request a removal of the pet.]

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

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

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

U. GRANDFATHER CLAUSE

Residents who have previously been granted written permission to have a pet or pets which would not qualify under this policy will be allowed to keep such pet (s) as long as they abide by all other rules and regulations in this policy, including registration, and keeping such pet is not a danger or disturbance to other residents and until the death of the pet. Upon death of such pet, any replacement pet must meet the terms of this policy.

RULES AND PROCEDURES FOR APPOINTMENT OF RESIDENT COMMISSIONER

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

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

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

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

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

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

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

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

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