OMB Approval No: 2577-0226
(exp. 02/28/2006)

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008
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 Grays Harbor County

PHA Number: WA0018

PHA Fiscal Year Beginning: 01/2004

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
☐ PHA website
☐ Other (list below)

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

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

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5 - YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[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: The mission of the Housing Authority of Grays Harbor County is to be the area's affordable housing of choice. We provide and maintain safe, decent, sanitary quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.

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 Continue research into possible implementation of Section 8 homeownership program.

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: Continue research of feasibility of offering homeownership opportunity to successful FSS participants.

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.

Our plan is based on the premise that if we accomplish our goals and objectives we will be working toward the achievement of our mission. The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Grays Harbor Community Development and Housing Plan along with the Washington State Consolidated plan. Here are just a few highlights of our Annual Plan:

1. We have an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors.

2. We have established a minimum rent of $50.00

3. We have established flat and ceiling rents for all of our developments.

4. We are going to utilize 105% of the published FMRs as our payment standard for Section 8 programs.

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
☒ FY 2004 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☐ PHA Management Organizational Chart
☒ FY 2004 Capital Fund Program 5-Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)

(1) 2002 Capital Fund Program Performance and Evaluation Report for Period Ending 06/30/03 ( )
(2) 2002 Capital Fund Program Performance and Evaluation Report Narrative ( )
(3) Pet Policy

Supporting Documents Available for Review

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

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

X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to Section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
X	The most recent fiscal year audit of the PHA conducted under Section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (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	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2338	5	4	4	2	2	2
Income >30% but <=50% of AMI	1877	4	4	4	2	2	2
Income >50% but <80% of AMI	1952	3	3	4	2	2	2
Elderly	6875	5	4	4	3	2	2
Families with Disabilities	875	5	5	4	3	2	2
Race/Ethnicity*							

*Housing needs of minorities are not disproportionate to the overall needs of Grays Harbor County.

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2001 - 2005

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources (list and indicate year of information)

Housing Needs of Families 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) ☐ Section 8 tenant-- assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing site-based or sub-jurisdictional waiting list (optional) If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	151		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	116	77%	
Elderly families	11	8%	
Families with Disabilities	24	16%	
Caucasian	143	95%	
Hispanic	8	6%	
Characteristics by Bedroom Size (Public Housing Only)			
0 & 1BR	45	30%	
2 BR	35	23%	
3 BR	66	44%	
4 BR	5	3%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? ☒ No ☐ Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ 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)
No such need exists.

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)
No such need exists.

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)

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 2004 grants)**		
a) Public Housing Operating Fund	544,430	
b) Public Housing Capital Fund	592,911	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	944,782	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	50,828	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2002 Capital Fund Program	267,911	
2003 Capital Fund Program	487,837	
3. Public Housing Dwelling Rental Income	793,745	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	3,682,444	

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: During interview.

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: Credit.

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

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

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

(2) Waiting List Organization

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

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

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

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

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to sub-section **(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
☐ Over-housed
☒ Under-housed
☒ Medical justification
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☒ Other: Tenant-requested transfer to be closer to educational site or employment.

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 sub-section **(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): Terminally ill.

NOTE: Currently studying the possibility of granting preference to inhabitants of transitional housing.

* The transitional housing program we were working with lost funding. In the event that program, or another like it were, to be (re)-established our study will be resumed.

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.

1. Terminally ill.
2. Date and time.

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)

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)

(2) Waiting List Organization

a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)
☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to Section 8 tenant-based assistance? (select all that apply)
☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

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

If yes, state circumstances below: Difficulty finding unit due to size required or due to a disability.

(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 sub-component (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): Terminally ill.

NOTE: Currently studying the possibility of granting preference to inhabitants of transitional housing.

* **The transitional housing program we were working with lost funding. In the event that program, or another like it, was to be (re-) established our study will be resumed.**

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.

1. Terminally ill.
2. Date and time.

Former Federal preferences

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

Other preferences (select all that apply)

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

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: Social Service Consortia.

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:

In order to qualify for a hardship the family's circumstances must fall into one of the following criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement; or

The income of the family has decreased because of changed circumstances, including:

- Loss of employment;
- Death in the family; or
- Other circumstances as determined by the PHA or HUD.

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: Proven child support payments and medical insurance premiums.
Self-employment business deductions.

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 $300.00/month
☒ Other: Any time there is a change in family composition.

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 below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

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

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

d. How often are 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)

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.

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

---or---

☒ The Capital Fund Program Annual Statement begins on Page 29

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of Grays Harbor Co.	**Grant Type and Number:** Capital Fund Program Grant No: WA19P01850104 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2004

☒ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
1	Total non-CFP Funds				
2	1406 Operations	15,000.00			
3	1408 Management Improvements	94,000.00			
4	1410 Administration	59,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	410,411.00			
11	1465.1 Dwelling Equipment—Nonexpendable	1,500.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	10,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000.00			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	592,911.00			

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 Grays Harbor Co.	**Grant Type and Number:** Capital Fund Program Grant No: WA19P01850104 Replacement Housing Factor Grant No:	**Federal FY of Grant:** 2004

☒**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** ☐**Revised Annual Statement (revision no:)**
☐**Performance and Evaluation Report for Period Ending:** ☐**Final Performance and Evaluation Report**

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	25,000.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	50,000.00			

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 Grays Harbor Co.		**Grant Type and Number** Capital Fund Program Grant No: WA19P01850104 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	1406	Sub-Total	15,000.00				
PHA-Wide	Management Improvements							
	Resident Initiatives Coordinator	1408		46,000.00				
	Federal Housing Regulation Training	1408		3,000.00				
	Security Guards	1408		25,000.00				
	Admin Expenses for Job Trng Program	1408		20,000.00				
			Sub-Total	94,000.00				
PHA-Wide	Administration							
	Administration Expenses for CFP	1410		59,000.00				
			Sub-Total	59,000.00				

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 Grays Harbor Co.		**Grant Type and Number** Capital Fund Program Grant No: WA19P01850104 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	Fees & Costs	1430						
	Architect & Engineering Expenses	1430	Sub-Total	1,000.00				
	Dwelling Structures							
Hoquiam Manor	Upgrade % of Remaining Kitchens,	1460		200,000.00				
18-03	Bathrooms, Floor Coverings on Demand							
Aberdeen Manor	Preliminary Expenses for Water Piping	1460		210,411.00				
18-04								
			Sub-Total	410,411.00				
	Dwelling Equipment							
Hoquiam Manor	Stoves	1465		1,500.00				
18-03								

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 Grays Harbor Co.		**Grant Type and Number** Capital Fund Program Grant No: WA19P01850104 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							
	Tools/Equip for Apprenticeship Program	1475		5,000.00				
	Prorated Office Equipment Expenses			5,000.00				
			Sub-total	10,000.00				
Hoquiam Manor	Non-Dwelling Equipment							
18-03	Relocation Costs for Modernization	1495		2,000.00				
	of Kitchens and Bathrooms							
			Total	592,911.00				

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 Grays Harbor Co.	**Grant Type and Number** Capital Fund Program No: WA19P01850104 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**	
Operations	06/30/2005			12/31/2006			
Mgmt Improvements	06/30/2005			12/31/2006			
Administration	06/30/2005			12/31/2006			
Fees & Costs	06/30/2005			12/31/2006			
Non-Dwell Equipment	06/30/2005			12/31/2006			
Hoquiam Manor	06/30/2005			12/31/2006			
Aberdeen Manor	06/30/2005			12/31/2006			

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

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

PHA Name Housing Authority of Grays Harbor				☐ Original 5-Year Plan ☒ Revision No: 2	
Development Number/Name/HA Wide	**Year 1**	**Work Statement for Year 2** **FFY Grant:** 2005 **PHA FY**: 2005	**Work Statement for Year 3** **FFY Grant:** 2006 **PHA FY:** 2006	**Work Statement for Year 4** **FFY Grant**: 2007 **PHA FY:** 2007	**Work Statement for Year 5** **FFY Grant:** 2008 **PHA FY**: 2008
	Annual Statement				
Emerson Court (18-1)		0.00	0.00	43,000.00	14,000.00
Pacific Court (18-2)		75,000.00	246,032.00	203,211.00	40,968.00
Hoquiam Manor (18-3)		75,000.00	0.00	0.00	30,000.00
Aberdeen Manor (18-4)		303,443.00	26,968.00	0.00	110,000.00
Broadway Manor (18-7)		6,968.00	0.00	0.00	78,000.00
Elma Manor (18-8)		0.00	60,000.00	108,200.00	0.00
Skyview Manor (18-9)		0.00	39,911.00	57,000.00	0.00
Sunnyside Court (18-10)		0.00	70,000.00	31,500.00	104,000.00
PHA-Wide		132,500.00	150,000.00	150,000.00	215,943.00
CFP Funds Listed for 5-year planning		592,911.00	592,911.00	592,911.00	592,911.00
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year: 2 FFY Grant: 2005 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	Pacific Court (18-2)	Upgrade % of Units	75,000.00	Pacific Court (18-02)	Upgrade % of Units	246,032.00
Annual				Aberdeen Manor (18-4)	Emergency Lighting	26,968.00
Statement	Hoquiam Manor (18-3)	Upgrade % of Kitchens	75,000.00	Elma Manor (18-8)	Repair Roof	40,000.00
		Bathrooms & Floor Coverings on Demand		" "	Exterior Paint	20,000.00
	Aberdeen Manor (18-4)	Cont'd Water Piping $s	303,443.00	Skyview Manor (18-9)	Fire Sprinkler	39,911.00
	Broadway Manor (18-7)	Exterior Handrails	6,968.00	Sunnyside Court (18-10)	Repair Dry Rot Floors	30,000.00
					Pressure Wash/Paint	40,000.00
				PHA-Wide	Resident Initiatives Coord	46,000.00
	PHA-Wide				Housing Regulation Trng	5,000.00
		Resident Initiatives Coord	46,000.00		Admin $ - Job Trng Pgm	20,000.00
		Admin $ - Job Trng Pgm	20,000.00		Administration of CFP	59,000.00
		Administration of CFP	59,000.00		A/E Services	5,000.00
		A/E Services	1,000.00		Tools/Equip for Job Trng	10,000.00
		Tools/Equip for Job Trng Program	5,000.00		Office/Computer Equip	5,000.00
		Relocation Costs	1,500.00			
		Total CFP Estimated Cost	$592,911.00			$592,911.00

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

Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 4 - Continued FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Emerson Court (18-1)	Appliances	15,000.00	PHA-Wide	Resident Initiatives Coord	46,000.00
" "	Drainage/ Family Center Upgrade / Playground	28,000.00		Housing Regulation Trng	5,000.00
Pacific Court (18-2)	Appliances	30,000.00		Admin $ - Job Trng Prgm	20,000.00
" "	Package Mailboxes	7,500.00		Administration of CFP	59,000.00
" "	Repair Driveways	46,943.00		A/E Services	5,000.00
	Upgrade % of Units	118,768.00		Tools/Equip for Job Trng	10,000.00
				Office/Computer Equip	5,000.00
Elma Manor (18-8)	Common Area Lighting	15,000.00			
" "	Elevator Ventilation	7,500.00			
	Sinks / Faucets	7,500.00			
	Replace Appliances	15,000.00			
	Fire Sprinklers	40,000.00			
	Package Mailboxes	1,200.00			
	Miniblinds	2,000.00			
	Common Area Floor Coverings	20,000.00			
Skyview Manor (18-9)	Replace Appliances	15,000.00			
	Package Mailboxes	7,000.00			
	Miniblinds / Window Replacements	7,000.00			
	Paint Exterior	28,000.00			
Sunnyside Court (18-10)	Replace Appliances	15,000.00			
	Playground, Sign, Clotheslines	15,000.00			
	Miniblinds	1,500.00			
Total CFP Estimated Cost		$			$592,911.00

form **HUD 50075** (03/2003)

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

Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 5 - Continued FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Emerson Court (18-1)	Moisture Vent System	10,000.00			
" "	Miniblinds	4,000.00	PHA-Wide	Resident Initiatives Coord	46,000.00
Pacific Court (18-2)	Miniblinds	3,000.00		Housing Regulation Trng	5,000.00
" "	Preliminary $ for Family Center / Playground	37,968.00		Admin $ - Job Trng Prgm	20,000.00
Hoquiam Manor (18-3)	Common Floor Coverings	30,000.00		Administration of CFP	59,000.00
Aberdeen Manor (18-4)	Package Mailboxes, Common Area Floor Coverings, Windows / Patio Doors	80,000.00		A/E Services	5,000.00
" "	Rooftop Patio	30,000.00		Tools/Equip for Job Trng	10,000.00
Broadway Manor (18-7)	Lights, Heaters in Units, & Common Areas	50,000.00		Office/Computer Equip	5,000.00
" "	Package Mailboxes	3,000.00		Preliminary Expenses for Maint/Mod Shop	65,943.00
	Miniblinds	5,000.00			
	Common Area Floor Coverings	20,000.00			
Sunnyside Court (18-10)	Drainage, Curbs, Ext Lighting	100,000.00			
	Package Mailboxes	4,000.00			
Total CFP Estimated Cost	$				$592,911.00

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 a 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:

☐ 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.)

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.)

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.)

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.)

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.)

NOTE: Researching possible implementation of the Section 8 Homeownership program.

* **The transitional housing program we were working with lost funding. In the event that program, or another like it, was to be (re-)established our study will be resumed.**

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.

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.

14. RESERVED FOR PET POLICY

[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.

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:
We will continue to evaluate the adoption of a pilot program, for Family Self-Sufficiency participants, of the Section 8 Homeownership program, with the provision that it be proven feasible upon further study.

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:
Section 11b, Homeownership Programs Administered by the PHA.

☐ Other: (list below)

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and Section 8 tenant-based assistance)

☐ Representatives of all PHA resident and assisted family organizations

☒ Other: We advertise the open position to Public Housing and Section 8 participants. The names are submitted to the County Commissioners. The Commissioners request a letter from each volunteer stating the reason they want to be on the Board and what their qualifications are. The Commissioners then appoint the volunteer they feel would be an asset to the Board.

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: Washington State.

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.

☐ Other: (list below)

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

D. Other Information Required by HUD

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

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

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

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

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

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

- A material change in the policies regarding the manner in which tenant rent is calculated.
- A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list.
- The addition of new types of activities not previously included in the current PHDEP plan.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities not previously identified in the Agency Plan.

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

Attachments

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

Component 10 (B) Voluntary Conversion Initial Assessments

a. How many of the PHA's developments are subject to the Required Initial Assessments: 3

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 5

c. How many Assessments were conducted for the PHA's covered developments? 3

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments? None

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: None.

Public Housing Assessment System (PHAS)

Resident Service and Satisfaction Scoring (RASS) Process
Follow-up Plan for FY 2002 RASS Score

As required by Federal Register dated June 28, 2000, for the Public Housing Assessment System Resident Services and Satisfaction Scoring Process, any section of the Customer Service Survey scoring lower than 75% must submit a Follow-Up Plan with the Annual Plan.

The Housing Authority of Grays Harbor County received a score of 71.4% for the Communication section and a score of 74.7% for the Neighborhood Appearance section of the Customer Service Survey for Fiscal Year 2002.

We are unsure why the Housing Authority received the low score for the Communication section of the survey. The national average is 76.8%. We feel we have demonstrated strong efforts in effectively communicating with the residents. We are not given any clarification from HUD to explain how they arrived at the score of 71.4%. This makes it difficult, if not impossible, to correct a deficiency without knowing what the deficiency is.

Our residents receive monthly newsletters and adequate notice of monthly tenant meetings. The Resident Initiatives Coordinator (RIC) meets with the Resident Representatives on a weekly basis to discuss any lease issues that are unclear to the residents. The Housing Authority also notifies the residents of any maintenance inspections and/or policy changes as required by federal regulations. The residents of two developments have initiated Housing Authority-supported tenant organizations. Family Self-Sufficiency participants receive newsletters pertinent to the FSS Program.

The Housing Authority of Grays Harbor County received a score of 74.7% in the Neighborhood Appearance section of the RASS. This score is very close to HUD's requirement of 75%. The Housing Authority is addressing this issue through tenant meetings and newsletter topics covering areas requiring improvement.

Announcement of Membership to the Resident Advisory Board (RAB)

Julie Ashenbrenner	Pacific Court		Hal Herman	Housing Authority Staff
LuAnne Hanson	Aberdeen Manor		Dorothy Messmer	Housing Authority Staff
Michelle Johnson	Sunnyside Court		Shelly Wood	Housing Authority Staff
Lois Cobler	Aberdeen Manor		Lisa Boone	Housing Authority Staff
			Janis Bunch	Housing Authority Staff

Resident Membership of the PHA Governing Board

Refer to number 18, Other Information, Part b in regards to the methods of selection.

LuAnne Hanson, of Aberdeen Manor, completed a previous Resident Commissioner's term beginning January 2001 and ending June 2001. Ms. Hanson was then appointed by the Grays Harbor County Commissioners to serve a full term beginning July 2001 and ending in July 2003. Ms. Hanson was re-appointed by the Grays Harbor County Commissioners to serve another term.

PREVENTION OF CONCENTRATION OF POVERTY INCOME MIXING

The PHA's admission policy is designed to provide for prevention of concentration of poverty and income mixing by bringing income tenants into lower income projects and lower income tenants into higher income projects.

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 may be uniformly applied until the target threshold is met.

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

The PHA 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 project for the purpose of assisting the PHA in its prevention of concentration goals. If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the PHA will evaluate the changes to determine whether,

based on the PHA methodology of choice, the project needs to be redesigned as a higher or lower income project or whether the PHA has met the prevention of concentration goals and the project needs to particular designation.

Deconcentration and Income-Mixing Goals

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

Project Designation Methodology

The PHA will determine and compare the tenant incomes at the developments and the incomes and census tracts, if applicable, in which the developments are located.

Upon analyzing its findings the PHA 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, if applicable.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominately occupied by eligible families having lower income, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low and extremely low-income families.

Method No. 1 – Aggregate Average Method

> The PHA will review the annual resident income of all family sites and using the incomes of all families in those developments as a baseline, determine the mean income of all its resident families.
>
> The PHA may designate as higher income developments, if applicable, those with mean income above the aggregate average, as determined by the annual review.
>
> The PHA may designate as lower income developments, if applicable, those with mean income below the aggregate average, as determined by the annual review.

PHA Incentives for Higher Income Families

The PHA may offer incentives to higher income families willing to move into lower income projects. The PHA will not take any adverse action against any higher income family declining an offer by the PHA to move into a lower income projects.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the PHA may offer incentives for higher income families moving into lower income projects.

PUBLIC AND RESIDENT COMMENTS

The public hearing for the Housing Authority of Grays Harbor County's Agency Plan was held August 27, 2003. In addition to Housing Authority staff, eight public housing residents and one Section 8 resident were in attendance. There were no public comments received, as there were no community members in attendance. The residents in attendance did not offer any comments regarding the Agency Plan; however, a discussion period ensued regarding lease issues and other questions from residents which were answered by the Executive and Deputy Directors.

STATEMENT OF PROGRESS IN MEETING GOALS

We purchased and have rehabbed a development that provides 20 3- and 4-bedroom units which are in high demand in this community.

We continue to modernize our public housing units as money permits in accordance with our five-year plan.

We are continuing our efforts to assist our elderly and disabled residents, however, are hampered by the lack of funding for a supportive service coordinator.

Equal opportunity training is still one of our priorities, with our staff members receiving training, as well as access to a monthly newsletter on the subject.

Accessibility/special accommodation issues are dealt with at the time the unit is presented to tenants, who may make any needs known at the time. Tenants are also encouraged to inform the Housing Authority of changes in their requirements at any time during their tenancy.

PET POLICY

THE HOUSING AUTHORITY OF GRAYS HARBOR COUNTY

INTRODUCTION

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This explains the PHA's policies on the keeping of pets and any criteria to the legitimate interest of the PHA 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 to the PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in all developments 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.

A. MANAGEMENT APPROVAL OF PETS

Any resident requesting a pet must have all monies owed to the Housing Authority paid before applying for a pet policy.

All pets must be approved, in advance, by the PHA management.

The pet owner must submit and enter into a Pet Agreement with the PHA.

Registration of Pets
Pets must be registered with the PHA before they are brought onto the premises. Registration includes:

Certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Dogs and cats must be spayed or neutered when they become six (6) months old.

Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Refusal To Register Pets
The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

If you bring a pet into your household before you register it and pay the required pet fee, you will have to remove the pet and will not be allowed to have a pet at any time during your tenancy.

The PHA will refuse to register a pet if:

a. The Pet is not a common household pet as defined in this policy.
b. Keeping the pet would violate any House Pet Rules.
c. The pet owner fails to provide complete pet registration information, or fails to update the registration annually.
d. The PHA 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 provisions of the lease.

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

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

B. PET RULES

A resident/pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's unit to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs and cats must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation. Pet owners must provide, at least annually, evidence that the pet has received necessary shots and that the pet has been licensed with the City.

Pets cannot be kept, bred, or used for any commercial purpose.

Persons with Disabilities
To be excluded from the pet policy, the resident/pet owner must certify that there is a person with disabilities in the household; and the animal has been trained to assist that person with the specified disability; and that the animal actually assists that person with the disability.

Types of Pets Allowed
Residents are permitted to have only one pet that requires a non-refundable pet fee. Residents are not prohibited from having birds, fish, and/or a turtle in addition to the pet requiring a pet fee.

No exotic animals such as monkeys, tarantulas, reptiles, or wild animals will be permitted on Housing Authority premises. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

Only the following types of pets are allowed:

1. Dogs Fee Required
Maximum adult weight: 30 lb
Must be housebroken
Must be spayed or neutered, verified by licensed vet
Must have all inoculations
Must be licensed

2. Cats Fee Required
Must be spayed or neutered, verified by licensed vet
Must have all required inoculations
Must be trained to use a litter box
Must be licensed

3. Rodent Fee Required
(Rabbit, guinea pig, hamster, ferret, mouse, rat or gerbil)
Must be enclosed in an acceptable cage at all times
Must have any or all inoculations

4. Fish No Fee Required
Maximum aquarium size: 20 gallons

5. Birds No Fee Required
Maximum number: two (2)
Must be enclosed in a cage at all times

6. Turtles No Fee Required
Maximum number: one (1)
Must be enclosed in an acceptable cage or container at all times

C. PETS TEMPORARILY ON THE PREMISES

No visiting pets are allowed on Housing Authority premises unless they are registered with the Housing Authority in accordance with the Pet Policy.

Residents are prohibited from feeding or harboring stray animals and wild birds.

D. DESIGNATION OF PET/NO PET AREAS

The following are designated no-pet areas: Top floor of Aberdeen Manor, Broadway Manor, Skyview Manor, Elma Manor, and Hoquiam Manor.

Residents requesting a transfer from the top floor to obtain a pet are required to pay a $100 transfer fee (in full) in addition to the non-refundable pet fee in full prior to getting the pet.

E. ADDITIONAL FEES FOR PETS

The resident/pet owner shall be required to pay a non-refundable fee for the purpose of defraying all reasonable costs directly attributable to the presence of a dog, cat, or rodents as defined below.

Pet fees shall be as follows: $125.00 for 0 - 1 bedroom units
$225.00 for 2 – 3- 4 bedroom units

When transfer is from a zero or one-bedroom unit to a 2-3 or 4-bedroom unit, resident is required to pay the increased pet fee in full prior to transfer.

The Housing Authority reserves the right to change or increase the required fee by amendment to these rules.

Existing paid pet deposits shall be grandfathered for the life of the pet for which the paid deposit was applied. In the event the existing pet is no longer in the household, any new pet in the same household will be subject to the increased non-refundable fee prior to allowing the new pet into the household.

Non-refundable pet fee must be paid in full prior to acceptance of the pet. Partial payments will not be allowed.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the development will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit;
Fumigation of the dwelling unit;
Common areas of the development.

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

If such expenses occur as a result of a move-out inspection, the resident will be billed for any amount that exceeds the existing security deposit.

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

F. 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 in prohibited. No outdoor cages may be constructed.

G. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of $10.00 per occurrence may be assessed against the resident (in addition to the non-refundable pet deposit) for violations of the pet policy.

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

H. 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.

No pets shall be left tied (unattended) outdoors. Pets are not allowed to be kept in storage sheds.

With the exception of assistive animals, no pets shall be allowed in the family center, community rooms, community room kitchens, laundry rooms, public restrooms, lobby, hallways, or office in any of our sites.

To accommodate residents who have medically certified allergic or public reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our developments and/or buildings, except for those common areas that are entrances to and exits from the building. This shall be implemented based on demand for this service.

I. NOISE

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

J. CLEANLINESS REQUIREMENTS

Litter Box Requirements: All animal waste or the litter from waterproof 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.
Waterproof litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste from Other Locations: The resident/pet owner shall be responsible for the removal of waste from the outside area by placing it in a sealed plastic bag and disposed of in a proper container.

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

Pet bedding shall not be washed in any common area laundry facilities.

K. PET CARE

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.

L. RESPONSIBLE PARTIES

The resident/pet owners 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.

M. INSPECTIONS

The PHA may enter and inspect the unit if a complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community.

N. TERMINATION OF TENANCY

All pet policy violations must be corrected immediately upon notice to the resident/pet owner of the violation.

If a resident/pet owner receives three (3) written notices of pet policy violations within a twelve (12) month period, the resident must immediately remove the pet from the premises or eviction procedures will begin.

O. PET REMOVAL

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 owner unable to care for the pet, (includes pets who are poorly cared for or have been left unattended) the situation will be reported to the Responsible Party designated by the resident/pet owner, if any.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

P. EMERGENCIES

The PHA will take all necessary steps to ensure 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 the PHA to place the pet in a shelter facility, the cost will be the responsibility of the resident/pet owner.

HOUSING AUTHORITY OF GRAYS HABOR COUNTY

602 East First Street, Aberdeen, WA 98520

LEASE AGREEMENT ADDENDUM: PET AGREEMENT

The following is an Addendum to the Lease Agreement dated _____ between _____ and the Housing Authority of Grays Harbor County, which Lease is for Unit No: _____, located at _____. Resident shall keep the following pet subject to the terms and conditions as contained in the attached Pet Policy.

Type of Pet: [ ] Dog [ ] Cat [ ] Rodent [ ] Birds [ ] Fish

Breed:_____Height:_____Weight:_____

Inoculations: Type & Dates):

_____

_____

Spayed/Neutered: (Date):

_____

Non-Refundable Fee: (if applicable):

_____

Picture, or brief description, including Pet's Name: _____

PET CARETAKER:

Name: _____ OR Name:_____

Address: _____ _____

_____ _____

Phone: _____ _____

form **HUD 50075** (03/2003)

COMPLAINTS:
Pets that create disturbance through noise, odors, animal waste, or other activities, to neighbors or Housing Authority employees, will not be allowed. Management shall inform resident of any complaints received concerning resident's pet.

Failure to remove the pet from the premises, upon notice of the problem by Management, shall result in termination of Resident's Lease.

I/We have read the Housing Authority of Grays Harbor County Pet Policy and agree to abide by the terms and conditions contained therein, a copy of which is attached and thereby becomes a part of this Lease Agreement Addendum.

_____	_____
Resident Signature	Date
_____	_____
Co-Resident Signature	Date
_____	_____
Housing Authority Representative	Date

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name: Housing Authority of Grays Harbor Co.	**Grant Type and Number** Capital Fund Program Grant No: WA19P01850102 Replacement Housing Factor Grant No:	**Federal FY of Grant: 2002**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 06/30/03** ☐ **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	15,000.00	0.00	0.00	0.00
3	1408 Management Improvements	94,000.00	91,000.00	50,000.00	39,406.07
4	1410 Administration	60,821.00	58,000.00	25,000.00	16,967.90
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	5,000.00	1,000.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	357,490.00	347,311.00	150,000.00	110,173.63
11	1465.1 Dwelling Equipment—Nonexpendable	40,600.00	44,100.00	3,500.00	2,292.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	15,000.00	10,000.00	1,000.00	485.77

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

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☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 06/30/03** ☐ **Final Performance and Evaluation Report**

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	5,000.00	1,500.00	1,000.00	538.07
18	1499 Development Activities	0.00	40,000.00	19,500.00	0.00
19	1501 Collaterization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	592,911.00	592,911.00	250,000.00	169,863.43
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	25,000.00	25,000.00	15,000.00	10,339.11
25	Amount of Line 21 Related to Security – Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	40,600.00	80,000.00	3,500.00	2,292.00

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 Grays Harbor Co.		**Grant Type and Number** Capital Fund Program Grant No: WA19P01850102 Replacement Housing Factor Grant No:				**Federal FY of Grant:** 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	**Operations**	**1406**	Sub-Total	**15,000.00**	**0.00**	**0.00**	**0.00**	
PHA-Wide	**Management Improvements**							
	Resident Initiatives Coordinator	**1408**		46,000.00	46,000.00	25,000.00	21,541.90	
	Federal Housing Regulation Training	**1408**		3,000.00	0.00	0.00	0.00	
	Security Guards	**1408**		25,000.00	25,000.00	15,000.00	10,339.11	
	Admin Expenses for Job Trng Program	**1408**		20,000.00	20,000.00	10,000.00	7,525.06	
			Sub-Total	**94,000.00**	**91,000.00**	**50,000.00**	**39,406.07**	
PHA-Wide	**Administration**							

Annual Statement/Performance and Evaluation Report
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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	
	Administration Expenses for CFP	**1410**		58,000.00	58,000.00	25,000.00	16,967.90	
	Travel Expenses for Training	**1410**		2,821.00	0.00	0.00	0.00	
			Sub-Total	**60,821.00**	**58,000.00**	**25,000.00**	**16,967.90**	

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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	**Fees & Costs**							
	Architect & Engineering Expenses	1430	Sub-Total	**5,000.00**	**1,000.00**	**0.00**	**0.00**	
	Dwelling Structures	1460						
Pacific Court	Continued Funding for Storage Sheds	1460		114,900.00	16,500.00	1,000.00	492.76	
18-02								
Hoquiam Manor	Upgrade % of Remaining Kitchens,	1460		242,590.00	175,000.00	139,000.00	109,680.87	
18-03	Bathrooms, Floor Coverings on Demand							
BroadwayManor	Preliminary Expenses for Water Piping	1460		0.00	155,811.00	10,000.00	0.00	
18-07								
			Sub-Total	**357,490.00**	**347,311.00**	**150,000.00**	**110,173.63**	
	Dwelling Equipment							
Emerson Court	Refrigerators	1465	50	17,500.00	17,500.00	0.00	0.00	
18-01								

Annual Statement/Performance and Evaluation Report
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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	
Pacific Court	Refrigerators	**1465**	46	16,100.00	16,100.00	0.00	0.00	
18-02								
Sunnyside Court	Refrigerators	**1465**	20	7,000.00	7,000.00	0.00	0.00	
18-02								
Hoquiam Manor	Stoves (replaced as units remodeled)	**1465**		0.00	3,500.00	3,500.00	2,292.00	
18-03								
			Subtotal	**40,600.00**	**44,100.00**	**3,500.00**	**2,292.00**	
	Relocation Costs							
Hoquiam Manor	Relocations Costs for Modernization	**1495**	Subtotal	**5,000.00**	**1,500.00**	**1,000.00**	**538.07**	
18-03	Of Kitchens and Bathrooms							
	Non-Dwelling Equipment							

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

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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	Tools/Equip for Apprenticeship Program	**1475**		10,000.00	5,000.00	1,000.00	485.77	
	Prorated Office Equipment Expenses	**1475**		5,000.00	5,000.00	0.00	0.00	
			Subtotal	**15,000.00**	**10,000.00**	**1,000.00**	**485.77**	

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

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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	
	Development Activities							
PHA-Wide	Acquisition of adjacent lot to expand	**1499**	Subtotal	**0.00**	**40,000.00**	**19,500.00**	**0.00**	
	Administration Office Parking Lot							
			Total	**592,911.00**	**592,911.00**	**250,000.00**	**169,863.43**	

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

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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	

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 Grays Harbor County	**Grant Type and Number** Capital Fund Program No: WA19P01850102 Replacement Housing Factor No:	**Federal FY of Grant:** 2002

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	
Operations	06/30/2003	12/31/2003		12/31/2004			
Mgmt Improvements	06/30/2003	12/31/2003		12/31/2004			
Administration	06/30/2003	12/31/2003		12/31/2004			
Fees & Costs	06/30/2003	12/31/2003		12/31/2004			
Non-Dwell Equipment	06/30/2003	12/31/2003		12/31/2004			
Development Activities	06/30/2003	12/31/2003		12/31/2004			
Emerson Court	06/30/2003	12/31/2003		12/31/2004			
Pacific Court	06/30/2003	12/31/2003		12/31/2004			
Hoquiam Manor	06/30/2003	12/31/2003		12/31/2004			
Broadway Manor	06/30/2003	12/31/2003		12/31/2004			
Sunnyside Court	06/30/2003	12/31/2003		12/31/2004			

Capital Fund Program ~ FY 2002
WA19PO1850102
Performance and Evaluation Report

Status of Work

We have elected to submit a narrative for the 2002 Capital Fund Program Grant Number WA19PO1850102 because the current Capital Fund Program Tables do not provide adequate space to properly report the status of each work item.

HA-Wide Operations

Funds Reprogrammed.

HA-Wide Management Improvements

(1) Resident Initiatives Coordinator	***On-going Activity***
(2) Training for Staff	***Funds Reprogrammed***
(3) Security Guards	***On-going Activity***
(4) Admin $ for Job Training Program	***On-going Activity***

HA-Wide Administration

(1) Administration $ for Capital Fund Program	***On-going Activity***
(2) Travel for Training	***Funds Reprogrammed***

HA-Wide Fees & Costs

A/E Services:	***May use A/E Services for Broadway Manor Water Piping Project***

Dwelling Structures

Pacific Court: Cont'd funding for Storage Sheds	***On-going Activity***
Hoquiam Manor: Upgrade % of Kitchens, etc	***On-going Activity***
Broadway Manor: Preliminary $ for Water Pipes	***Beginning stages of project. Moved in from 5-Year Plan via fungability (Refer to FY2003 5-Year Plan; Year 3)***

Dwelling Equipment

Emerson Court: Refrigerators	***Purchase will depend on priority of other work items.***
Pacific Court: Refrigerators	***Purhase will depend on priority of other work items.***

Dwelling Equipment, Continued

Sunnyside Court: Refrigerators	***Purchase will depend on priority of other work items.***
Hoquiam Manor: Stoves	***On-going Activity. Stoves purchased as units are remodeled.***

PHA-Wide Non-Dwelling Equipment

Tools / Equipment for Apprenticeship Program:	***On-going Activity. Funds reprogrammed.***
Expenses for Office Equipment:	***On-going Activity. Funds reprogrammed.***

Relocation Costs

Hoquiam Manor: Relocation costs	***On-going Activity. Extra funds reprogrammed.***

Development Activities

Acquisition of Condemned Property adjacent to Administration office.	***On-going Activity.***