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

PHA Plans

Annual Plan for Fiscal Year 2008 Amendment #1 (Revised)

Housing Authority of the City of Bremerton

- Standard Performer

05/18/07	Begin 45 Day Public Review:	Original Plan
07/01/07	End 45 Day Public Review:	Original Plan
07/16/07	Special Board Meeting: Certify Plan	Original Plan
07/17/07	Submit to HUD	Original Plan
07/18/07	Plan DUE to HUD	Original Plan
08/23/07	Begin 45 Day Public Review:	Amendment #1
10/09/07	End 45 Day Public Review:	Amendment #1
10/11/07	RAB/Resident Council Review	Amendment #1
10/22/07	Regular Board Meeting: Certify Amendment	Amendment #1
10/24/07	Submit to HUD	Amendment #1
12/18/07	Rescind Original Amendment #1	Amendment #1
01/04/08	Submit to HUD	Amendment #1-Revised

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

PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of Bremerton

PHA Number: WA003

PHA Fiscal Year Beginning: 10/2007

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 – 110 Russell Road, Bremerton, WA 98312
- ☐ PHA development management offices
- ☒ PHA local offices – Office of the Executive Director, 345-6th Street, Suite 200, Bremerton, WA 98337

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 – 110 Russell Road, Bremerton, WA 98312
- ☐ PHA development management offices
- ☒ PHA local offices – Westpark Community Center, 76 Russell Road, Bremerton, WA 98312
- ☐ 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: www.bremertonhousing.org
- ☐ Other (list below)

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

- ☒ Main business office of the PHA – 110 Russell Road, Bremerton, WA 98312
- ☐ PHA development management offices
- ☒ Other (list below)
  Westpark Community Center, 76 Russell Road, Bremerton, WA 98312

Annual PHA Plan
PHA Fiscal Year 2008
[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)]

The Board of Commissioners and staff of the Housing Authority of the City of Bremerton (BHA) remain dedicated to leading the community partnership to provide housing opportunities for low-income families, seniors, and people with disabilities. BHA has established itself as a key partner in working with the city to revitalize the community including the purchase of the 7th & Park block (SouthCourt Development) downtown for redevelopment.

In addition to meeting the community's low-income housing needs, BHA is committed to helping people become self-sufficient. Strong leadership, dedicated staff, and community partnerships work to help adults develop life and job skills, sustain healthy financial management, and support a transition to independence. Youth and senior programs support healthy families and enhance the community's quality of life.

The Housing Authority of the City of Bremerton is committed to preserving and expanding affordable housing for the community. BHA has focused on providing housing to the senior, elderly, and special needs populations.

BHA is making significant strides in moving forward on its $300 million housing redevelopment project of its largest public housing site, Westpark. The existing Westpark Housing Development, consisting of 571 remaining units, is the remnant of a larger World War II-era housing project that was built as temporary housing for shipyard workers. BHA's vision is to create an attractive new community with distinctive architecture, plazas, and pedestrian-oriented streets.

The Master Plan calls for a new vibrant mixed-use urban community to include 700-800 residential units which includes housing for all income ranges and a mix of rental and owned homes. A newly constructed or revitalized community center and other amenities will be added including some retail and services along with open spaces. The first phase which is a new 72 unit assisted living facility, including a 12 unit section for people with Alzheimer's disease, is under construction and will be opening in the summer of 2007. This will provide assisted living services for low-income seniors on Medicaid.

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.

Table of Contents		
Annual Plan		Page # of 43
ii.	Executive Summary	3
iii.	Table of Contents	4
1.	Housing Needs	7
2.	Financial Resources	12
3.	Policies on Eligibility, Selection, & Admissions	13
4.	Rent Determination Policies	21
5.	Operations & Management Policies	24
6.	Grievance Procedures	26
7.	Capital Improvement Needs	26
8.	Demolition & Disposition	28
9.	Designation of Housing	29
10.	Conversions of Public Housing	30
11.	Homeownership	31
12.	Community Service Programs	34
13.	Crime & Safety	38
14.	Pets (Inactive for January 1 PHAs)	40
15.	Civil Rights Certifications (included with PHA Plan Certifications)	40
16.	Audit	40
17.	Asset Management	40
18.	Other Information	42

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 - Attachment (1)
☒ FY 2007 Capital Fund Program Annual Statement - Attachment (2) Includes FY 2005 & 2006
☐ 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 – Attachment (3)
☐ FY 2007 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) - Attachment (4)
☐ Other (List below, providing each attachment name)

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 (ACOP), 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
	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
	Public housing rent determination policies, including the methodology for	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	setting public housing flat rents ☒ check here if included in the public housing ACOP Policy	Determination
X	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing ACOP 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
	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 ACOP 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
	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	of that audit and the PHA's response to any findings	
	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	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1,017	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1,108	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	2,405	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	389	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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:
☒ 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)

American Fact Finder – 2000 Census Data – Profile of Selected Economic Characteristics

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based 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	3230		N/A
Extremely low income <=30% AMI	3071	95.047%	
Very low income (>30% but <=50% AMI)	117	3.62%	
Low income (>50% but <80% AMI)	42	1.3 %	
Families with children			
Elderly families	213	6.59%	
Families with Disabilities	1041	32.22%	
Race/ethnicity—white	2350	72.75%	
Race/ethnicity—Black	427	13.22%	
Race/ethnicity—American Indian	166	5.14%	
Race/ethnicity—Asian	186	5.76%	
Race/ethnicity—Pacific Islander	18	.56%	
Characteristics by Bedroom Size (Public Housing Only)	911		
1BR	592	64.98%	23%
2 BR	169	18.55%	39%
3 BR	133	14.6%	38%
4 BR	17	1.86%	50%

Housing Needs of Families on the Waiting List			
5 BR	0	0	0
5+ BR	0	0	0

Is the waiting list closed (select one)? ☐ No ☒ Yes
If yes:
How long has it been closed (# of months)? 17 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)
  Provide "Ready to Rent" classes and build "Rental Resumes" for Public Housing residents through the Westpark Redevelopment and Relocation effort that will help these families become more attractive potential renters for local landlords.

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)

  60 public housing ACC units will be located at the new senior and assisted living facility currently under construction at the Westpark Public Housing site.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☒ Other: (list below)
Develop and maintain a list of properties within the community that offer physical accessibility and sensory disability features

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]
List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2007 grants)**		
a) Public Housing Operating Fund	1,100,000	
b) Public Housing Capital Fund	926,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,866,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	85,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
a) Disaster Voucher Program	32,000	Katrina – related tenant-based assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
a) Public Housing Capital Fund	350,000	Public Housing Operations, Capital Improvements, Safety/Security, and Relocation Support
3. Public Housing Dwelling Rental Income		
a) Low Income Public Housing	700,000	Public Housing Operations
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
a) Child and Adult Food Care Program	2,000	Public Housing Operations
4. Non-federal sources (list below)		
a) Central Office Cost Center	500,000	Other
b) Line of Credit	3,000,000	Demolition of Public Housing Units, Design of Replacement Housing, Civil Design
c) 2060 State Funds	32,000	Tenant-based rental assistance for mental health clients
d) WHCG	4,000	Public Housing Supportive Services
Total resources	**12,597,000**	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe) When families are pulled from the waiting list in anticipation of available units.

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

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

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

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

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

(2)Waiting List Organization

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

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

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

☒ PHA main administrative office 110 Russell Road, Bremerton, WA 98312
☐ 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 subsection **(3) Assignment**

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

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

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

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

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

(3) Assignment

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

☒ One
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (List below)
☒ Emergencies
☒ Over-housed
☒ Under-housed
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☒ Resident choice: Only one transfer of this type is allowed per every 10 vacancies.
☒ Other: Planned demolition of the current LIPH unit

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

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

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

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

☒ Other preference(s): Families of federally declared disasters who are Section 8 voucher holders or displaced public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing.

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.

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
1 Other preference(s): Families of federally declared disasters who are Section 8 voucher holders or displaced public housing residents in another jurisdiction will receive preference over other waiting list placeholders for public housing.

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)
- Monthly newsletter for residents
- Informational boards in administrative offices

- BHA website

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: Demolition of units with plans for replacement

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: Westpark

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)
- Current and previous residence and landlord
- Written documented information regarding tenancy history for the past 2-3 years to prospective landlords upon written request from the landlord.
- BHA will furnish prospective owners with information about the family's rental history or any history of drug trafficking.

(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:

- Client can demonstrate efforts to locate an acceptable unit and inability to do so
- Client has medical situation that impedes ability to look for unit
- As a form of reasonable accommodation

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)
  - Households moving from Poplars Apartments who are eligible for tenant-based assistance based on project-based voucher guidelines;
  - Graduates from the Supportive Housing Program (SHP); and
  - Date and time of application.

- Households relocating from Westpark Public Housing that are designated as Phase II or Phase III of the redevelopment.

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.

3 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

1 Households living in areas of Westpark Public Housing that are designated as Phase II or Phase III of the redevelopment.

~~1~~2 Households moving from Poplars Apartments who are eligible for tenant-based assistance based on project-based voucher guidelines.

~~2~~ 3 Graduates from the Supportive Housing Program (SHP).

~~3~~ 4 Date and Time

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

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

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

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

6. Relationship of preferences to income targeting requirements: (select one)
☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (Select all that apply)
☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☒ Through published notices
☒ Other (list below)
- Notification to families on the waiting list
- Posting on the web page

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (Select one)
☒ $0

☐ $1-$25
☐ $26-$50

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

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

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

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

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

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

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

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

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

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

f. Rent re-determinations:

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

☐ Never
☒ At family option
☐ Any time the family experiences an income increase
☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) $200.00 per month
☒ Other (list below)
- Increase in household income which comes as the result of a new income source;
- A person with earned income joins the household; and
- If it is found that the tenant misrepresented the facts upon which rent is based.

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) Market rate comparability study

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)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(Select one)
☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	568	32%
Section 8 Vouchers	957	9%
Section 8 Certificates	N/A	
Section 8 Mod Rehab	33	2%
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually) The Poplars – Project Based Vouchers	32	>1%
Supportive Housing Program	20	5%

C. Management and Maintenance Policies

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

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

- Admissions and Continued Occupancy Policy;
- Maintenance Policy (included in supporting documents); and
- LIPH lease

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (Select all that apply)

☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) (see PHA Plan Table Library, page 43)

-or-

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

(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

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (If no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? Pending the Notice of Funding Availability (NOFA)
If yes, list development name/s below:

WA03-01 Westpark

☒ 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:
WA03-01 Westpark Redevelopment Project

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Westpark 1b. Development (project) number: WA003-001
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☒ Planned application ☐
4. Date application approved, **submitted**, or planned for submission: 08/01/2006
5. Number of units affected: 571 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/2007 b. Projected end date of activity: 9/2011

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

[24 CFR Part 903.7 9 (i)]
Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]
Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

Summary:
BHA has chosen to offer homeownership assistance to eligible families who are receiving Section 8 tenant-based assistance. Instead of using the Housing Choice Voucher subsidy to help with rent, *a qualified family may be able to utilize the subsidy to pay on a home* mortgage.

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

BHA has chosen to convert **up to** ten (10) rental vouchers to homeownership vouchers per year. The homeownership vouchers are committed up to 15 years.

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

3. Eligibility

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

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

a. Must be a current Housing Choice Voucher program participant, receiving tenant-based rental assistance.

b. Must attend homeownership classes such as budgeting, credit repair, home maintenance, fair housing and financing which take place under the BHA FSS program. In addition, FSS escrows may be used for down payment in the homeownership program.
c. Must be a first-time homeowner.
    1) No family member may have had any ownership interest in any residence, including that of any other family member, currently and during the last three (3) years (**except** a single parent or displaced homemaker who, while married, owned a home with a spouse or resided in a home owned by a spouse; and except co-operative members who have already acquired shares). In addition, no member of the family purchasing the home may have ownership interest while receiving homeownership assistance.
    2) A co-operative member.
    3) If a family includes a person with a disability, BHA determines whether homeownership is necessary for reasonable accommodation (case-by-case basis)
d. Must meet minimum income and employment requirements (**not applicable** for elderly and/or disabled families*****).
    1) Currently employed full-time; that is, **at least** 40 hours per week **and** has been so employed for **at least** one (1) year.
        a) BHA will determine to what extent interruptions in the one-year period are considered a break in continuity (case-by-case basis).
        b) If a family includes a person, other than the head or spouse, who is disabled, an exemption from the employment requirement must be granted if BHA determines that it is necessary for reasonable accommodation.
    2) Earning **at least** minimum wage (currently $7.63/hr) and having gross earned income of at least $15,870.40 per year. This requirement needs to be satisfied at the commencement of homeownership but is not a continuing requirement. Family members purchasing the home can contribute to this requirement.
    3) The law states that the income to be considered when meeting the minimum income requirement **cannot** come from welfare assistance ("welfare assistance" is defined in HUD's regulations §5.603, which identifies all types of this income that cannot be counted for homeownership assistance).
        a) Welfare assistance **can** be counted in the case of a disabled or elderly family.
e. No family member may have previously received homeownership assistance and defaulted on the mortgage.
f. Must engage in pre- and post-purchase counseling provided by HUD-approved community partners or in congruence with HUD guidelines.
g. BHA may establish additional requirements for family eligibility.
    1) BHA may **not** establish different eligibility requirements for neither the minimum income standard or the employment requirement.

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 06/30/06

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies:

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

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

b. Economic and Social self-sufficiency programs

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

WPCC Services and Programs

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
Key to a Better Life ("Key Program") ROSS Grant FY04 Provide a variety of services to promote self-sufficiency. Ranging from education, job search, pre-employment training, GED classes and self improvement classes with assistance of local community partners.	100+ participant annually	Must be a resident of BHA Westpark or Tara Heights	WPCC	Public Housing
GED Classes Includes assessment and tutoring.	12-20 participants quarterly	Participant in "Key" program	WPCC	Public Housing
Barista Training Program Intensive course that includes customer service skills, cash handling, preparing coffee drinks and working at the on-site Café to gain experience.	8 participants quarterly	Participant in "Key" program	WPCC	Public Housing
The Discovery Process Pre-employment classes that prepare participants to discover their skills and enter the workforce. Includes resume writing.	16 participants per Quarter.	Participant in "Key" program	WPCC	Public Housing
First Impression Program A self esteem and self discovery class designed for women transitioning from welfare to work	8 - 12 participants per quarter	Participant in "Key" program or FSS program	WPCC	Both
Drivers License Preparation To offer an intensive program that provides instruction for those who wish to obtain their drivers license.	Up 12 Bi-quarterly	Participant in "Key" program	WPCC	Public Housing
Empowerment Sessions To motivate individuals in realizing that they can reach their dreams and goals.	Up to 30 Bi monthly	Participant in "Key" program	WPCC	Public Housing
Food Handlers Class & Exam To provide job seekers an opportunity to obtain their food handlers permit.	Up to 20 As needed basis	Participant in "Key" program or FSS program	WPCC	Both
Computer Classes Learning and developing computer skills from beginner to advanced. Job Searches. For adults: designed with employment as an end result. For youth: Assistance with education, and honing skills	Up to 14 participants at a time. Approx. 300 participants annually	Random	WPCC	Both
Parenting Classes To teach parents practical techniques' and behavior management for raising children	24 participants bi quarterly	Participant in "Key" program	WPCC	Public Housing
Resume Writing Providing information on the basics of resume writing for employment seekers	At least 5 per month	Participant in "Key" program	WPCC	Public Housing
Job Search Assistance To assist those seeking employment or trying to better their employment find employment.	At least 15 per month	Participant in "Key" program	WPCC	Public Housing
FSS Program	50	Participant in FSS	WPCC	Both

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
To help participants build self-esteem and achieve as well as retain self-reliance through employment, financial stability and asset building assistance.		program based on eligibility criteria		
Homebuyer Education Classes One of the criteria for the Section 8 to Homeownership participants (the Housing Choice Voucher – Homeownership Option)	120 people	Open to both public and HBA clients	WPCC	Both
Homeownership Counseling and Credit Counseling Program	67 participants Annually	Based on eligibility criteria: FSS Program participants have priority, then disabled persons, then others	WPCC	Both
Budgeting and Personal Finance Classes	10 -18 Participants monthly	Per referral from Housing Program lease department, or Random	WPCC	Both
Housekeeping Classes and Home Organization	4 participants monthly	Per referral from Housing Program lease department	WPCC	Public Housing
Professional Clothes Closet Donated clothing by professional women to assist low income women that are newly entering or returning to work force.	2-4 participants per week	Random	WPCC	Public Housing
Washington Cash To foster economic self sufficiency through self employment training and lending to the low-income population	Approx. 20	Random	Old Smith school on Park Ave. Bremerton WA	Both
Volunteer Program To encourage individuals to become involved in their community.	4 - 8 participants per week	Random	WPCC	Both
Adult Sewing Class Teaching technique and skills to make items out of fabric	14 Participants Annually	Random	WPCC	Both
AARP Tax Preparation Assists with individual tax preparation and suggests EITC	280 participants Annually	Random	WPCC	Both
Community Police Officer To uphold and maintain the laws in the Westpark community to provide a safe and stable environment for the residents.	1 assigned officer	Random	WPCC	Public Housing
Al-Anon Offering supportive fellowship of relatives and friends of alcoholics who share experiences, strength, and hope to solve common problems.	Approx. 4 - 8 participants per week	Random	Searle Hall	All welcome
Narcotics Anonymous To build support services and addressing present risks.	unknown	Random	31 Galyan	All welcome

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
Birthday Club To celebrate the birthdays of WP youth on a monthly basis	17 participants per month	Westpark youth	WPCC	Public Housing
Girls Just Wanna Have Fun A self esteem class focusing on issues relating to puberty and relationships	8 to 12 participants Per Quarter	Selected Westpark youth regularly attending Youth Programs	WPCC	Public housing Youth
Homework Club Provides a safe and quiet environment to do school work.	10-20 participants per weekday	Random	WPCC	Public Housing Youth
Girl Scouts Providing activities to pre-teen girls	12 participants per week	Random	WPCC	Public Housing Youth
Mentoring Program (TIME) Mentoring youth	2 kids & mentors meet 4x/month per month	Random	WPCC	Public Housing Youth
Westpark Sports Programs Youth learn sportsmanship, game strategies, coordination.	10 - 20 youth participants per week	Random	WPCC	Both
Youth Snack Program Providing healthy snacks to low income youth.	10 – 20 per day; average daily attendance = 17, serving 6 days per week	Random	WPCC	Public Housing Youth
Science Club Explore science through literature and hands-on activities	10 – 20 Westpark youth regularly attending youth program		WPCC	Public Housing Youth
Field Trips Explore recreation and education activities in community	10 – 20 per month	Regularly attending youth who are well behaved	WPCC	Public Housing Youth
REAC Cleanup Service learning project to teach work and community-building skills to teens of Westpark	10 per quarter	Youth 12 – 18 who regularly attend the youth program	WPCC	Public Housing Youth
Spoons Across Kitsap Service learning project teaching kids how to plan and facilitate an event	10 – 20 kids per year	Youth 12 – 18 who regularly attend the youth program	WPCC	Public Housing Youth
Youth Development Council Service learning projects for teens to increase leadership skills	10 per meeting	Youth 12 – 18 who regularly attend the youth program	WPCC	Public Housing Youth

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2007 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	25 Participants	19 (03/08/07)

Section 8	25 Participants	23 (03/08/07)

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

LIPH program participation has increased almost 100% over the past (12) months and BHA anticipates continued growth through the Westpark redevelopment process. Housing Choice Voucher participation has remained consistent at just above or just below the 25 participant level. Programs such as the "Key to a Better Life Program" have been successful in promoting participation and BHA plans to continue this program in the 2007 fiscal year and recognized increased participation as a result.

C. Welfare Benefit Reductions

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

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

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

Community Service Policy is found in the ACOP (chapter 16) and the LIPH lease. Attachment (5)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☐ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti

☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☐ Crime Prevention through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☐ Volunteer Resident Patrol/Block Watchers Program
☒ Other (describe below) Contract with the Bremerton Police Department for a Community Police Officer

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

C. Coordination between PHA and the police

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

☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents

☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☐ Other activities (list below)

2. Which developments are most affected? (List below)
Westpark

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY – Attachment (6)

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (Select all that apply)

☐ Not applicable
☐ Private management
☒ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? - Attachment (7)

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

3. In what manner did the PHA address those comments? (Select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☐ Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

c. Eligible voters: (Select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) Kitsap County

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

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (Describe below)
Improve the safety and livability of neighborhoods through revitalization and/or demolition of obsolete structures.

D. Other Information Required by HUD

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

Attachments included with the 2008 Annual Plan.

- Attach (1): Deconcentration Policy
- Attach (2): 2007, 2006, & 2005 CFP Annual Statement
- Attach (3): Management Organizational Chart
- Attach (4): RAB Certification of Annual Plan Acceptance
- Attach (5): Community Service Requirement/Chapter 16 of the ACOP
- Attach (6): Pet Policy
- Attach (7): Resident Membership on the Board/Resident Election Process
- Attach (8): Violence Against Women Act (VAWA): PIH Notice 2006-23
  BHA Policies: (S8) HCV Administrative Plan: Excerpt CH 3
- Attach (9): Violence Against Women Act (VAWA): PIH Notice 2006-23
  BHA Standard Operating Procedure (SOP): LIPH
  Admissions and Continued Occupancy Policy (ACOP):

(Currently being rewritten and will incorporate the above SOP. The ACOP is scheduled for approval by BHA's Board of Commissioners during its 03/2008 commission meeting.)

- **Attachments**

PHA Plan
Table Library

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

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

Capital Fund Grant Number WA19P003501-07 FFY of Grant Approval: 10/2007

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	94,866
3	1408 Management Improvements	237,000
4	1410 Administration	
5	1411 Audit	1,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	15,000
10	1460 Dwelling Structures	110,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	490,796
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	948,662
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	

24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
WA 3-1	Supplemental Law Enforcement	1408.1	120,000
WA 3-1	Resident Initiatives Manager	1408.2	72,500
WA 3-1	Physical Relocation of PH Residents (269)	1495.1	282,151
WA 3-1	Relocation Coach (3) & Related Admin Expenses	1495.2	160,245
WA 3-1	Logistics Specialist	1495.3	48,400

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
WA 3-1	09/30/2009	09/30/2011

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

HOUSING AUTHORITY OF THE CITY OF BREMERTON

DECONCENTRATION POLICY

The Housing Authority of the City of Bremerton's (BHA) admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

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

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

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

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

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

Deconcentration and Income-Mixing Goals

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

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

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

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

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

Increase of higher income families into lower income developments:

Westpark – increase of 10-30 families per year

Tara Heights – increase of 2-5 families per year

Attachment (1)

110 Russell Road · P.O. Box 4460 · Bremerton, WA 98312 · Phone: (360) 479-3694 · TTY: (360) 377-8606 · Fax: (360) 616-8550

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

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

Lower income developments where BHA's goal is to increase higher income families:
Westpark *Tara Heights*

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

Project Designation Methodology

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

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

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

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

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

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

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

Breakdown Method

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

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

BHA Incentives for Higher Income Families

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

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

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

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

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

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

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

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

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

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

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

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

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

HA Name	Comprehensive Grant Number	FFY of Grant Approval
HOUSING AUTHORITY OF THE CITY OF BREMERTON	**WA19P003501-05**	**2005**

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ■ Revised Annual Statement/Revision Number **3** ☐ Performance & Evaluation Report for Program Year 2005
☐ Final Performance & Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	83,900	83,900	83,900.00	83,900.00
3	1408 Management Improvements	315,994	315,994	315,994.00	282,340.75
4	1410 Administration	0	8,138	8,138.00	8,137.51
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	537,100	568,962	568,962.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	224,000	224,000	224,000.00	166,869.50
10	1460 Dwelling Structures	25,000	0	0.00	0.00
11	1465.1 Dwelling Equipment - Non-Expendable				
12	1470 Non-Dwelling Structures	15,000	0	0.00	0.00
13	1475 Non-Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs	60,718	60,718	60,718.00	4,800.00
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (sum of lines 2-18)	1,261,712	1,261,712	1,261,712.00	546,047.76
20	Amount of line 19 Related to LBP Activities				
21	Amount of line 19 Related to Section 504 Compliance	40,000	0	0.00	0.00
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation Measures				

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

Signature of Executive Director & Date	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
X Kurt Wiest Date:	X

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

Approval No. 7/31/98)

Development Name/# HA - Wide Activities	General Description of Major Work Catagories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Operations	Operations expenses - 10% of grant	1406		83,900	83,900	83,900.00	83,900.00	
	SUBTOTAL			**83,900**	**83,900**	**83,900.00**	**83,900.00**	
2. PHA Wide Management Improvements	1. Resident Initiative	1408	6	240,585	240,585	240,585.00	213,027.00	
	2. Resident Training Programs	1408		5,000	5,000	5,000.00	0.00	
	3. Police contract	1408	1	70,409	70,409	70,409.00	69,313.75	
	SUBTOTAL			**315,994**	**315,994**	**315,994.00**	**282,340.75**	
3. PHA Wide Administrative Costs	1. Wages and benefits	1410		0	8,138	8,138.00	8,137.51	
	SUBTOTAL			**0**	**8,138**	**8,138.00**	**8,137.51**	
5. PHA Wide Fees and Costs	1. Development Services/Construction	1430		537,100	568,962	568,962.00	0.00	Underway
	SUBTOTAL			**537,100**	**568,962**	**568,962.00**	**0.00**	
Westpark WA 3-1 Tara Heights WA3-8	1. Site improvement/Erosion Control	1450		219,000	219,000	219,000.00	166,869.50	
	2. Site improvement/Erosion Control	1450		5,000	5,000	5,000.00		
	SUBTOTAL			**224,000**	**224,000**	**224,000.00**	**166,869.50**	
8. WA 3-1 Westpark	1. Furnace replacement	1460	5	0	0			
	2. Water heater replacement	1460	30	0	0			
	3. Roof replacement	1460	14	0	0			
	4.Section 504 Compliance	1460		25,000	0	0.00	0.00	
	SUBTOTAL			**25,000**	**0**	**0.00**	**0.00**	

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)

ref Handbook 7485.3

Attachment (2)

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
9. PHA Wide Non-Dwelling Structures	1. Parking Lot Repairs (Sect 504 Compl)	1470		15,000		0.00	0.00	
	SUBTOTAL			**15,000**	**0**	**0.00**	**0.00**	
10. Westpark Redevelopment	1. Relocation	1495.1		60,718	60,718	60,718.00	4,800.00	Awaiting HUD demolition approval
	SUBTOTAL			**60,718**	**60,718**	**60,718.00**	**4,800.00**	
	GRAND TOTAL			**1,261,712**	**1,261,712**	**1,261,712.00**	**546,047.76**	

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form HUD - 52837 (10/96)
Previous editions are obsolete

Attachment (2)

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

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

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

Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
WA 3-8 Tara Heights	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
PHA Wide							
Management Improvements	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
Operations	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
Administrative Costs	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
Non-Dwelling Structures	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
Fees & Costs	9/30/2007	9/30/2007		9/30/2009	9/30/2009		
Relocation	9/30/2007	9/30/2007		9/30/2009	9/30/2009		

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

HA Name	Comprehensive Grant Number	FFY of Grant Approval
HOUSING AUTHORITY OF THE CITY OF BREMERTON	**WA19P003501-06**	**2006**

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ■ Revised Annual Statement/Revision Number 3 ☐ Performance & Evaluation Report for Program Year _____
☐ Final Performance & Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	0	103,481	0.00	0.00
3	1408 Management Improvements	182,200	182,200	32,956.45	32,956.45
4	1410 Administration	108,467	4,986	4,986.00	4,985.02
5	1411 Audit	0	0	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	122,420	348,568	83,863.80	0.00
8	1440 Site Acquisition				
9	**1450 Site Improvement**	163,175	20,000	0.00	0.00
10	1460 Dwelling Structures	5,000	5,000	0.00	0.00
11	1465.1 Dwelling Equipment - Non-Expendable				
12	1470 Non-Dwelling Structures	0	0	0.00	0.00
13	1475 Non-Dwelling Equipment				
14	1485 Demolition	50,000	0	0.00	0.00
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs	484,811	484,811	16,893.75	16,893.75
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (sum of lines 2-18)	1,116,073	1,149,046	138,700.00	54,835.22
20	Amount of line 19 Related to LBP Activities	0	0	0.00	0.00
21	Amount of line 19 Related to Section 504 Compliance	0	0	0.00	0.00
22	Amount of line 19 Related to Security	63,700	63,700	16,739.63	16,739.63
23	Amount of line 19 Related to Energy Conservation Measures				

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

Signature of Executive Director & Date	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
X Kurt Wiest Date:	X

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Catagories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Operations		1406			103,481			
	SUBTOTAL			**0**	**103,481**	**0.00**	**0.00**	
2. PHA Wide Management Improvements	1. Supplemental Law Enforcement	1408	1	63,700	63,700	16,739.63	16,739.63	
	2. Resident Initiatives Manager		1	72,500	72,500	15,340.25	15,340.25	
	3. Youth Services Coordinator		1	46,000	46,000	876.57	876.57	
	4. Administrative Assistant							
	SUBTOTAL			**182,200**	**182,200**	**32,956.45**	**32,956.45**	
3. PHA Wide Administrative Costs		1410		108,467	4,986	4,986.00	4,985.02	
	SUBTOTAL			**108,467**	**4,986**	**4,986.00**	**4,985.02**	
4. PHA Wide Audit Costs	Annual Audit	1411						
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
5. PHA Wide Fees and Costs		1430		122,420	348,568	83,863.80		Includes 32,973 that was recently awarded
	SUBTOTAL			**122,420**	**348,568**	**83,863.80**	**0.00**	
6. WA 3-1 Westpark		1450						
	1. Nursery/Landscape Training Program		6	131,875				
	2. Erosion Control			31,300				
	3. Sec. 504 Accessibility Improvements							
	SUBTOTAL			**163,175**	**0**	**0.00**	**0.00**	
7. WA 3-8 Tara Heights		1450						
	1. Nursery/Landscape Training Program							
	2. Erosion Control				20,000			
	3. Sec. 504 Accessibility Improvements							
	SUBTOTAL			**0**	**20,000**	**0.00**	**0.00**	

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
8. WA 3-1 Westpark	1. Furnace Replacement	1460		1,000	1,000			
	2. Roof Replacement			3,000	3,000			
	3. Water Heater Replacement			1,000	1,000			
	SUBTOTAL			**5,000**	**5,000**	**0.00**	**0.00**	
9. PHA Wide Non-Dwelling Structures	1. WPCC Sec. 504 Accessibility Improvements	1470						
	2. Laundry Room Sec. 504 Accessibility Improvements							
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
10. PHA Wide Demolition	Demolition	1485		50,000				
	SUBTOTAL			**50,000**	**0**	**0.00**	**0.00**	
11. WA 3-1 Relocation		1495						
	1. Physical Relocation of PH Residents		269	291,311	291,311			
	4. Relocation Coach		3	145,100	145,100	16,893.75	16,893.75	
	5. Logistics Specialist		1	48,400	48,400			
	SUBTOTAL			**484,811**	**484,811**	**16,893.75**	**16,893.75**	
	GRAND TOTAL			**1,116,073**	**1,149,046**	**138,700.00**	**54,835.22**	

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form HUD - 52837 (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

Development Name/Number HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
WA 3-1 Westpark	9/30/2008			9/30/2010			
WA 3-8 Tara Heights	9/30/2008			9/30/2010			
PHA Wide							
Management Improvements	9/30/2008			9/30/2010			
Operations	9/30/2008			9/30/2010			
Audit Costs	9/30/2008			9/30/2010			
Administrative Costs	9/30/2008			9/30/2010			
Non-Dwelling Structures	9/30/2008			9/30/2010			
Fees & Costs	9/30/2008			9/30/2010			
Demolition	9/30/2008			9/30/2010			
Relocation	9/30/2008			9/30/2010			

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

HA Name	Comprehensive Grant Number	FFY of Grant Approval
HOUSING AUTHORITY OF THE CITY OF BREMERTON	WA19P003501-07	2007

☐ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number ☐ Performance & Evaluation Report for Program Year _____
☐ Final Performance & Evaluation Report

Line #	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 19)	94,866	0	0.00	0.00
3	1408 Management Improvements	237,000	0	0.00	0.00
4	1410 Administration	0	0	0.00	0.00
5	1411 Audit	1,000	0	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	0	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000	0	0.00	0.00
10	1460 Dwelling Structures	110,000	0	0.00	0.00
11	1465.1 Dwelling Equipment - Non-Expendable				
12	1470 Non-Dwelling Structures	0	0	0.00	0.00
13	1475 Non-Dwelling Equipment				
14	1485 Demolition	0	0	0.00	0.00
15	1490 Replacement Reserve				
16	1495.1 Relocation Costs	490,796	0	0.00	0.00
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (sum of lines 2-18)	948,662	0	0.00	0.00
20	Amount of line 19 Related to LBP Activities	0	0	0.00	0.00
21	Amount of line 19 Related to Section 504 Compliance	0	0	0.00	0.00
22	Amount of line 19 Related to Security	120,000	0	0.00	0.00
23	Amount of line 19 Related to Energy Conservation Measures				

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

Signature of Executive Director & Date	Signature of Public Housing Director/Office of Native American Programs Administrator & Date
X	X
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Catagories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
1. PHA Wide Operations	Operations expenses - 10% of grant	1406		94,866				
	SUBTOTAL			**94,866**	**0**	**0.00**	**0.00**	
2. PHA Wide Management Improvements	1. Supplemental Law Enforcement	1408	1	120,000				
	2. Resident Initiatives Manager		1	72,500				
	3. Youth Services Coordinator							
	4. Administrative Assistant		1	44,500				
	SUBTOTAL			**237,000**	**0**	**0.00**	**0.00**	
3. PHA Wide Administrative Costs		1410						
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
4. PHA Wide Audit Costs	Annual Audit	1411		1,000				
	SUBTOTAL			**1,000**	**0**	**0.00**	**0.00**	
5. PHA Wide Fees and Costs		1430						
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
6. WA 3-1 Westpark		1450						
	1. Nursery/Landscape Training Program							
	2. Erosion Control							
	3. Sec. 504 Accessibility Improvements							
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
7. WA 3-8 Tara Heights		1450						
	1. Nursery/Landscape Training Program		6	4,780				
	2. Erosion Control			10,220				
	3. Sec. 504 Accessibility Improvements							
	SUBTOTAL			**15,000**	**0**	**0.00**	**0.00**	

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

Development Name/# HA - Wide Activities	General Description of Major Work Categories	Devel. Acct. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
8. WA 3-1 Westpark	1. Furnace Replacement	1460		25,000				
	2. Roof Replacement							
	3. Water Heater Replacement			25,000				
	SUBTOTAL			**50,000**	**0**	**0.00**	**0.00**	
9. WA 3-8 Tara Heights	1. Furnace Replacement	1460						
	2. Roof Replacement		10 bldgs	60,000				
	3. Water Heater Replacement							
	SUBTOTAL			**60,000**	**0**	**0.00**	**0.00**	
10. PHA Wide Non-Dwelling Structures	1. WPCC Sec. 504 Accessibility Improvements	1470						
	2. Laundry Room Sec. 504 Accessibility Improvements							
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
11. PHA Wide Demolition	Demolition	1485						
	SUBTOTAL			**0**	**0**	**0.00**	**0.00**	
12. WA 3-1 Relocation		1495						
	1. Physical Relocation of PH Residents		269	282,151				
	4. Relocation Coach & related expenses		3	160,245				
	5. Logistics Specialist		1	48,400				
	SUBTOTAL			**490,796**	**0**	**0.00**	**0.00**	
	GRAND TOTAL			**948,662**	**0**	**0.00**	**0.00**	

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

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form HUD - 52837 (10/96)
ref Handbook 7485.3

Attachment (2)

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

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

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

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

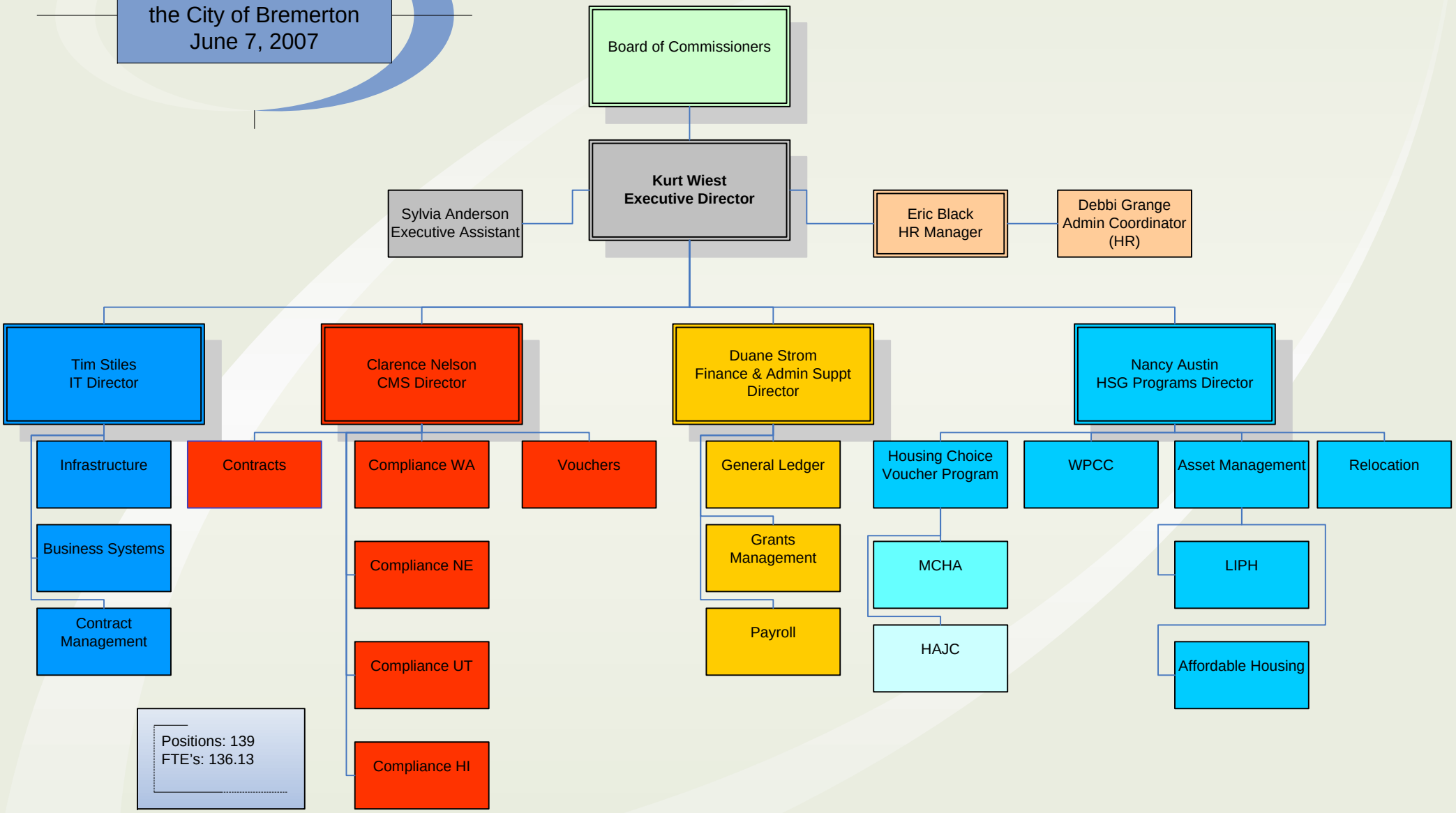
(1) to be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) to be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
Kurt Wiest Date:	

Facsimile of form **HUD - 52837** (10/96)
ref Handbook 7485.3

Attachment (2)

The Housing Authority of the City of Bremerton
June 7, 2007



Attachment (3)

HOUSING AUTHORITY OF THE CITY OF BREMERTON

Resident Advisory Board (RAB)
Certificate of Acceptance
2008 Annual Plan

As a member of the Housing Authority of the City of Bremerton's (BHA) Resident Advisory Board (RAB), I certify that we have reviewed BHA's 2008 Annual Plan and are in agreement with its contents. We had no comments or concerns with the Plan and approve it as it was presented.

Debbie Hilton

Debbie Hilton, RAB Member

7/16/07

Date

The Resident Advisory Board (RAB) consists of the following individuals.

1) Tanya Stansberry(LIPH)
2) Virginia Pykonen (S8)
3) Debbie Hilton (LIPH)
4) Sharon Cromley (S8)

Attachment (4)

110 Russell Road • P.O. Box 4460 • Bremerton, WA 98312 • Phone: (360) 479-3694 • TTY: (360) 377-8606 • Fax: (360) 616-8550

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, Adonis Newkirk at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

Chapter 11

COMMUNITY SERVICE

INTRODUCTION

This chapter explains HUD regulations requiring PHAs to implement a community service program for all non-exempt adults living in public housing.

This chapter describes HUD regulations and PHA policies related to these topics in two parts:

> Part I: Community Service Requirements. This part describes who is subject to the community service requirement, who is exempt, and HUD's definition of economic self-sufficiency.
>
> Part II: PHA Implementation of Community Service. This part provides PHA policy regarding PHA implementation and program design.

PART I: COMMUNITY SERVICE REQUIREMENT

11-I.A. OVERVIEW

HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). PHAs and residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the PHA Plan must contain a statement of the how the PHA will comply with the community service requirement, including any cooperative agreement that the PHA has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].

In administering community service requirements, the PHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

11-I.B. REQUIREMENTS

Each adult resident of the PHA, who is not exempt, must [24 CFR 960.603(a)]:

- Contribute 8 hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).

PHA Policy

An individual may not skip a month and then double up the following month, unless special circumstances warrant it. The PHA will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify the PHA in writing within 5 business days of the circumstances becoming known. The PHA will review the request and notify the individual, in writing, of its determination within 10 business days. The PHA may require those individuals to provide documentation to support their claim.

Definitions

Exempt Individual [24 CFR 960.601(b)]

An *exempt individual* is an adult who:

- Is age 62 years or older
- Is blind or disabled (as defined under section 216[i][l] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions
- Is a primary caretaker of such an individual
- Is engaged in work activities

PHA Policy

The PHA will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.

- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program; or
- Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Community Service [PH Occ GB, p. 174]

Community service is volunteer work which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations
- Work at the PHA to help improve physical conditions
- Work at the PHA to help with children's programs
- Work at the PHA to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

NOTE: Political activity is excluded for purposes of eligible community service activities.

Economic Self-Sufficiency Program [24 CFR 5.603(b)]

For purposes of satisfying the community service requirement, an *economic self-sufficiency program* is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Work Activities [42 U.S.C. 607(d)]

As it relates to an exemption from the community service requirement, *work activities* means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On-the-job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12 months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- Provision of child care services to an individual who is participating in a community service program

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Notification Requirements [24 CFR 960.605(c)(2)]

The PHA must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for PHA verification of exempt status. The PHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

PHA Policy

The PHA will provide the family with a copy of the Community Service Policy found in Exhibit 11-1 of this chapter, at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, the PHA will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]

The PHA must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.

PHA Policy

Where the lease term does not coincide with the effective date of the annual reexamination, the PHA will change the effective date of the annual reexamination to coincide with the lease term. In making this change, the PHA will ensure that the annual reexamination is conducted within 12 months of the last annual reexamination.

Annual Determination

Determination of Exemption Status

An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].

PHA Policy

At least 60 days prior to lease renewal, the PHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or the PHA has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, the PHA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Determination of Compliance

The PHA must review resident family compliance with service requirements annually at least thirty days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, the PHA must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

PHA Policy

Approximately 60 days prior to the end of the lease term, the PHA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit the PHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or PHA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

Change in Status Between Annual Determinations

PHA Policy

Exempt to Non-Exempt Status

If an exempt individual becomes non-exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 business days.

Within 10 business days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.

The effective date of the community service requirement will be the first of the month following 30 day notice.

Non-Exempt to Exempt Status

If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to the PHA within 10 business days. Any claim of exemption will be verified by the PHA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.

Within 10 business days of a family reporting such a change, or the PHA determining such a change is necessary, the PHA will provide the family written notice that the family member is no longer subject to the community service requirement, if the PHA is able to verify the exemption.

The exemption will be effective immediately.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

11-I.D. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]

The PHA must retain reasonable documentation of service requirement performance or exemption in participant files.

Documentation and Verification of Exemption Status

PHA Policy

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. The PHA will provide a completed copy to the family and will keep a copy in the tenant file.

The PHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

The PHA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with the PHA's determination, s/he can dispute the decision through the PHA's grievance procedures (see Chapter 14).

Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than the PHA, a family member who is required to fulfill a service requirement must provide certification to the PHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].

PHA Policy

If anyone in the family is subject to the community service requirement, the PHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to the PHA, upon request by the PHA.

If the PHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, the PHA has the right to require third-party verification.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

11-I.E. NONCOMPLIANCE

Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].

If the tenant or another family member has violated the community service requirement, the PHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the PHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].

Notice of Initial Noncompliance [24 CFR 960.607(b)]

If the PHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), the PHA must notify the tenant of this determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the PHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the PHA to cure the noncompliance, or the family provides written assurance satisfactory to the PHA that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the PHA's determination, in accordance with the PHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of the PHA's determination.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

PHA Policy

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, the PHA will terminate tenancy in accordance with the policies in Section 13-IV.D.

Continued Noncompliance [24 CFR 960.607(b)]

If, after the 12 month cure period, the family member is still not compliant, the PHA must terminate tenancy of the entire family, according to the PHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

PHA Policy

Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery, and Content of the Notice.

The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the PHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

PART II: IMPLEMENTATION OF COMMUNITY SERVICE

11-II.A. OVERVIEW

Each PHA must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in the PHA's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

PHA Implementation of Community Service

The PHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].

PHA Policy

The PHA will notify its insurance company if residents will be performing community service at the PHA. In addition, the PHA will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, the PHA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.

PHA Program Design

The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].

PHA Policy

The PHA will attempt to provide the broadest choice possible to residents as they choose community service activities.

The PHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. The PHA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.

The PHA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, the PHA will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in the PHA Plan.

The PHA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

A. Background

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

B. Definitions

Community Service – volunteer work which includes, but is not limited to:

- Work at a local institution, including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization such as: Parks and Recreation, United Way, Red Cross, Volunteers of America, Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H Program, PAL, Garden Center, community clean-up programs, beautification programs, other counseling, aid, youth or senior organizations
- Work at the housing authority to help with litter control
- Work at the housing authority to help with children's programs
- Work at the housing authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems
- Serving as an officer in a resident organization
- Serving on the Resident Advisory Board
- Caring for children of other residents so they may volunteer

NOTE: Political activity is excluded.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Self-Sufficiency Activities – activities that include, but are not limited to:

- Job readiness programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Apprenticeships
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Student status at any school, college or vocation school

Exempt Adult – an adult member of the family who meets any of the following criteria:

- Is 62 years of age or older
- Is blind or a person with disabilities (as defined under section 216[i][l] or 1614 of the Social Security Act), and who certifies that because of this disability he or she is unable to comply with the service provisions, or is the primary caretaker of such an individuals
- Is working at least 30 hours per week
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program including a State-administered welfare-to-work program
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

C. Requirements of the Program

1. The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.
2. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The housing authority will make the determination of whether to allow or disallow a deviation from the schedule based on a family's written request.
3. Family obligation:
   - At lease execution, all adult members (18 or older) of a public housing resident family must:
     - Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease; and
     - Declare if they are exempt. If exempt, they must complete the Exemption Form (Exhibit 11-3) and provide documentation of the exemption.
   - Upon written notice from the PHA, non-exempt family members must present complete documentation of activities performed during the applicable lease term. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed.
   - If a family member is found to be noncompliant at the end of the 12-month lease term, he or she, and the head of household, will be required to sign an agreement with the housing authority to make up the deficient hours over the next twelve (12) month period, as a condition of continued occupancy.
4. Change in exempt status:
   - If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation of exempt status.
   - If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA. Upon receipt of this information the PHA will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

D. Authority Obligation

1. To the greatest extent possible and practicable, the PHA will:
   - Provide names and contacts at agencies that can provide opportunities for residents, including residents with disabilities, to fulfill their community service obligations.
   - Provide in-house opportunities for volunteer work or self-sufficiency activities.
2. The PHA will provide the family with a copy of this policy, and all applicable exemption verification forms and community service documentation forms, at lease-up, lease renewal, when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.
3. Although exempt family members will be required to submit documentation to support their exemption, the PHA will verify the exemption status in accordance with its verification policies. The PHA will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use the PHA's grievance procedure if they disagree with the PHA's determination.
4. Noncompliance of family member:
   - At least thirty(30) days prior to the end of the 12-month lease term, the PHA will begin reviewing the exempt or non-exempt status and compliance of family members;
   - If, at the end of the initial 12-month lease term under which a family member is subject to the community service requirement, the PHA finds the family member to be noncompliant, the PHA will not renew the lease unless:
     - The head of household and any other noncompliant resident enter into a written agreement with the PHA, to make up the deficient hours over the next twelve (12) month period; or
     - The family provides written documentation satisfactory to the PHA that the noncompliant family member no longer resides in the unit.
   - If, at the end of the next 12-month lease term, the family member is still not compliant, a 30-day notice to terminate the lease will be issued and the entire family will have to vacate, unless the family provides written documentation satisfactory to the PHA that the noncompliant family member no longer resides in the unit;
   - The family may use the PHA's grievance procedure to dispute the lease termination.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

All adult family members must sign and date below, certifying that they have read and received a copy of this Community Service and Self-Sufficiency Policy.

Resident	Date
Resident	Date
Resident	Date
Resident	Date

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

EXHIBIT 11-2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(l) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE

Social Security Act:

216(i)(1): Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term "disability" means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term "blindness" means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

Section 1416 (excerpt):

SEC. 1614. *[42 U.S.C. 1382c]* (a)(1) For purposes of this title, the term "aged, blind, or disabled individual" means an individual who—

> (A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and
>
> (B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or
>
> (ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside the United States.
>
> (2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.
>
> (3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

EXHIBIT 11-3: PHA DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE

Family: _____

Adult family member: _____

This adult family member meets the requirements for being exempted from the PHA's community service requirement for the following reason:

❒ 62 years of age or older. *(Documentation of age in file)*

❒ Is a person with disabilities and self-certifies below that he or she is unable to comply with the community service requirement. (*Documentation of HUD definition of disability in file)*

Tenant certification: I am a person with disabilities and am unable to comply with the community service requirement.

_____ _____

Signature of Family Member Date

❒ Is the primary caretaker of such an individual in the above category. *(Documentation in file)*

❒ Is working at least 30 hours per week. *(Employment verification in file)*

❒ Is participating in a welfare-to-work program. (*Documentation in file).*

❒ Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program, including a State-administered welfare-to-work program (*Documentation in file*)

❒ Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program. *(Documentation in file)*

_____ _____

Signature of Family Member Date

_____ _____

Signature of PHA Official Date

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Attachment (5)

© Copyright 2005 by Nan McKay & Associates
Unlimited copies may be made for internal use.

Chapter 10

PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA’s pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

PART II: PET POLICIES FOR ALL DEVELOPMENTS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation 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. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Refusal to Register Pets

PHA Policy

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

The pet owner fails to provide complete pet registration information, or fails to update the registration annually

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

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.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet Agreement

PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

PHA Policy

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids

Wild animals or feral animals

Pot-bellied pigs

Animals used for commercial breeding

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Pet Restrictions

PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 25 pounds

Dogs of the pit bull, rottweiler, chow, or boxer breeds

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

Any animal not permitted under state or local law or code

Number of Pets

PHA Policy

Residents may own a maximum of 2 pets, only 1 of which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

PHA Policy

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.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

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

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant’s admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Cleanliness

PHA Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

The 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.

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

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

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

Alterations to Unit

PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Noise

PHA Policy

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.

Pet Care

PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

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

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Responsible Parties

PHA Policy

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

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

PHA Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

Pet Rule Violations

PHA Policy

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

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

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

> That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation
>
> That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting
>
> That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Notice for Pet Removal

PHA Policy

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

The notice will contain:

- A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated
- The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

Pet Removal

PHA Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

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.

Termination of Tenancy

PHA Policy

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

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Emergencies

PHA Policy

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 immediately removed from the premises by referring the situation 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 pet owner.

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

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

10-III.B. PET DEPOSITS

Payment of Deposit

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

> PHA Policy
>
> Pet owners are required to pay a pet deposit in addition to any other required deposits. The amount of the deposit is the higher of the family's total tenant payment or $50.00, and must be paid in full before the pet is brought on the premises.

Refund of Deposit [24 CFR 5.318(d)(1)]

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

> PHA Policy
>
> The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.
>
> The resident will be billed for any amount that exceeds the pet deposit.
>
> The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project 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

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of $10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

10-IV.B. PET DEPOSITS

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

PHA Policy

Pet owners are required to pay a pet deposit of $200 in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-IV.C. NON-REFUNDABLE NOMINAL PET FEE

PHAs may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

PHA Policy

The PHA requires pet owners to pay a non-refundable nominal pet fee.

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

Landscaping costs

Pest control costs

Insurance costs

Clean-up costs

The pet fee of $10.00 will be billed on a monthly basis, and payment will be due 14 calendar days after billing.

Charges for the non-refundable pet fee are not part of rent payable by the resident.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project 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
- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of $10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

Attachment (6)

© Copyright 2005 Nan McKay & Associates
Unlimited copies may be made for internal use

HOUSING AUTHORITY OF THE CITY OF BREMERTON

RULES AND PROCEDURES FOR APPOINTMENT OF RESIDENT COMMISSIONER

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

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

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

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

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

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

7. In the event of a dispute regarding whether the Authority has properly terminated benefits to a person serving as Resident Commissioner, such person having thereby become disqualified to serve as a Resident Commissioner, and an appeal has been filed challenging the decision of the

Attachment (7)

110 Russell Road · P.O. Box 4460 · Bremerton, WA 98312 · Phone: (360) 479-3694 · TTY: (360) 377-8606 · Fax: (360) 616-8550

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

Authority, the term of such Resident Commissioner shall be extended until the exhaustion of all available appeal remedies. However, during such appeal period, the Authority of the Resident Commissioner to participate in decisions of the Board of Commissioners shall be suspended with regard to any issue which directly or indirectly affects the matter under appeal.

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

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

The current Resident Commissioner serving on the Housing Authority of the City of Bremerton's (BHA) Board of Commissioners is Ms. Tanya Stansberry, LIPH resident. Ms. Stansberry began her term on 10/04/06 and was appointed vice chair at the 09/24/07 annual meeting. Ms. Stansberry's term expires on 09/30/08.

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

EXCERPT FROM PIH NOTICE 2006-23: VIOLENCE AGAINST WOMEN ACT

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

Special Attention of: Regional and Field Office Directors of Public Housing; Section 8 Financial Management Centers; Public Housing Agencies; Regional Directors; State and Area Coordinators	Notice: PIH 2006-23 Issued: June 23, 2006 Expires: June 30, 2007

Subject: Implementation of the Violence Against Women and Justice Department Reauthorization Act 2005

2. Applicability. PHAs administering the Public Housing, Section 8 Voucher programs, including the HCV program and all owners participating in the Section 8 voucher and project-based programs must comply with this law. Accordingly, PHAs should make tenants participating in all public housing and voucher programs as well as owners participating in the Section 8 voucher programs aware of the requirements of VAWA as soon as possible.

3. Implementation. On January 5, 2006, President Bush signed VAWA into law as Public Law 109-162. Section 603 of the law amends Section 5A of the U.S. Housing Act (42 U.S.C. 1437c-1) to require PHAs' five-year and annual PHA Plans to contain information regarding any goals, activities, objectives, policies, or programs of the PHA that are intended to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. Sections 606 and Section 607 amend the Section 8 and public housing sections of the U.S Housing Act (42 U.S.C. 1437f and 1437d) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victims' immediate families – from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.

ADMINISTRATIVE PLAN

FOR THE

HOUSING AUTHORITY OF THE CITY OF BREMERTON

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

05/21/07 Approved by the BHA Board of Commissioners; Resolution No. B07-05

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

EXCERPT FROM CHAPTER 3 OF THE S8 HCV ADMINISTRATIVE PLAN

3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [PUB.L. 109-162]

The Violence Against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

Definitions

As used in VAWA:

- The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

  - The length of the relationship;

  - The type of relationship;

  - The frequency of interaction between the persons involved in the relationship.

- The term *stalking* means:

  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or

  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and

  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

- The term *immediate family member* means, with respect to a person:

  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or

  - Any other person living in the household of that person and related to that person by blood and marriage.

Notification and Victim Documentation

BHA Policy

The BHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under BHA's policies. Therefore, if BHA makes a determination to deny admission to an applicant family, BHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide a signed statement certifying that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, or

One of the following:

A police or court record documenting the actual or threatened abuse, or

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal review (see section 16-III.D) or must request an extension in writing at that time. If the applicant so requests, BHA will grant an extension of ten (10) business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant BHA determines the family is eligible for assistance, no informal review will be scheduled and BHA will proceed with admission of the applicant family.

Perpetrator Removal or Documentation of Rehabilitation

BHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, BHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

BHA Confidentiality Requirements

All information provided to BHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free

STANDARD OPERATING PROCEDURE (SOP)
Implementing Violence Against Women Act in Public Housing
Effective: Immediately (February 01, 2006)

POLICY:

The Violence against Women Reauthorization Act of 2005 (VAWA) provides that:

> "Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate family member of the tenant's family is the victim or threatened victim of that abuse."

VAWA further provides that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence.

VAWA does not limit the Housing Authority of the City of Bremerton's (BHA) authority to terminate the tenancy of any tenant if BHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property.

VICTIM DOCUMENTATION:

BHA Policy

When a tenant family is facing lease termination because of the actions of a tenant, household member, guest, or other person under the tenant's control and a tenant or immediate family member of the tenant's family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking, BHA will require the individual to submit documentation affirming that claim.

The documentation must include two (2) elements. A signed statement by the victim that:

1. Provides the name of the perpetrator; and
2. Certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking.

The documentation is to consist of one (1) of the following:

1. A police or court record documenting the actual or threatened abuse; or
2. A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to the BHA within 14 business days after the individual claiming victim status receives a request for such certification. The BHA, owner or manager will be aware that the delivery of the certification form to the tenant in response to an incident via mail may place the victim at risk, e.g., the abuser may monitor the mail. The BHA may require that the tenant come into the office to pick up the certification form and will work with tenants to make delivery arrangements that do not place the tenant at risk.

ATTACHMENT (9)

This 14 day deadline may be extended at the BHA's discretion. If the individual does not provide the required certification and supporting documentation within 14 business days, or the approved extension period, the BHA may proceed with assistance termination.

The BHA also reserves the right to waive these victim verification requirements and accept only a self-certification from the victim if the BHA deems the victim's life to be in imminent danger.

Once a victim has completed certification requirements, the BHA will continue to assist the victim and may use bifurcation* as a tool to remove a perpetrator from assistance. Owners will be notified of their legal obligation to continue housing the victim, while using lease bifurcation to remove the perpetrator from a unit. The BHA will make all best efforts to work with victims of domestic violence before terminating the victim's assistance.

In extreme circumstances when the BHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's (including the victim's) tenancy is not terminated, the BHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

TERMINATING OR EVICTING A PERPETRATOR OF DOMESTIC VIOLENCE:

Although VAWA provides protection from termination for victims of domestic violence, it does not provide protection for perpetrators. In fact, VAWA gives the BHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, "in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary. However, if the BHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law for eviction, lease termination, or termination of assistance [Pub.L. 109-271].

BHA Policy

When the actions of a tenant or other family member result in a determination by the BHA to terminate the family's lease and another family member claims that the actions involve criminal acts of physical violence against family members or others, the BHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame or any approved extension period, the BHA will bifurcate the lease and evict or terminate the occupancy rights of the perpetrator. If the victim does not provide the certification and supporting documentation, as required, the BHA will proceed with termination of the family's lease.

If the BHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant's tenancy is not terminated, the BHA will bypass the standard process and proceed with the immediate termination of the family.

BHA CONFIDENTIALITY REQUIREMENTS

All information provided to the BHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

(* Bifurcation: Refers to the splitting of one (1) item into two (2) parts.)

110 Russell Road · P.O. Box 4460 · Bremerton, WA 98312 · Phone: (360) 479-3694 · TTY: (360) 377-8606 · Fax: (360) 616-8558

The Housing Authority of the City of Bremerton (BHA) does not discriminate on the basis of race, color, national origin, religion, sex, disability or familial status in admission or access to its programs. If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator, April Davis at (360) 479-3694.

Equal Housing Opportunity

Barrier Free