

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 08/31/2009)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan for Fiscal Year: 2008

## PHA Name: Housing Authority of Thurston County

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**



**Streamlined Annual PHA Plan**  
**Fiscal Year 2008**  
[24 CFR Part 903.12(c)]

**Table of Contents**

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

**A. PHA PLAN COMPONENTS**

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

**B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE**

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**

**Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**B. Site-Based Waiting Lists – Coming Year**

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 next component.

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)

## **2. Capital Improvement Needs**

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### **A. Capital Fund Program**

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name(s) below:
4.  Yes  No: 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:
5.  Yes  No: 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:

**3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**  
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

The Housing Authority staff will continue to counsel participants who are interested in homeownership particularly as part of the Family Self Sufficiency Program. The Authority will also seek out sources of funding for second mortgages in the form of down payment assistance that have in the past enabled participants to utilize the Homeownership voucher.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
  - ✓ Homeownership Counseling provided by Family Finance Resource Center
- Demonstrating that it has other relevant experience (list experience below):
  - ✓ FSS Counselor has real estate license.

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

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

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
  - low utilization rate for vouchers due to lack of suitable rental units
  - access to neighborhoods outside of high poverty areas
  - other (describe below):
    - ✓ Creating partnerships with non-profit housing developers that provides for the long-term financial stability of their housing developments.
    - ✓ Preservation of housing stock available to voucher families.

- ✓ Increasing rents and the tight market for units that are available to voucher families.
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
- ✓ County-wide eligibility.

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)
- ✓ Provided by the Thurston 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 on its waiting lists 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)
    - ✓ Operation of a HOME Tenant Based Rental Assistance Program for transitional assistance for homeless individuals and families.
    - ✓ Technical support to non-profit developers in the creation of new housing units.
    - ✓ Entering into Project Based voucher contracts with non-profits creating new units.
2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
- ✓ Funding of the HOME Tenant Based Rental Assistance Program through HOME and HB 2060 funding.

## **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
x	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
x	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Sufficiency
x	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program (Section 22 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
x	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

## 7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

*This section is not Applicable to Housing Authority of Thurston County*

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



**7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor**

*This section is not Applicable to Housing Authority of Thurston County*

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

<b>Annual Statement/Performance and Evaluation Report                      Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)                      Part III: Implementation Schedule</b>					
PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:		Federal FY of Grant:	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates		



**8. Capital Fund Program Five-Year Action Plan**

*This section is not applicable to the Housing Authority of Thurston County*

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:	FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

**8. Capital Fund Program Five-Year Action Plan**

*This section is not applicable to the Housing Authority of Thurston County*

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>						
<b>Statement</b>						
Total CFP Estimated Cost			\$			\$



**Housing Authority of Thurston County  
Organization Chart**

**Board of Commissioners**

**Executive Director      Executive Assistant**

**Rental Assistance**

**Housing Program  
Manager**

Housing Program  
Specialists

Housing Program Assistants

Office Assistants

*Section 8/ Project Based Rental  
Assistance Vouchers, Home,  
Moderate Rehabilitation  
Family Self Sufficiency Program  
Front Office Operations*

**Housing Development**

**Housing Development  
Manager**

Housing Rehabilitation Specialist

*CDBG Rehabilitation  
Mansfield Apartments Moderate  
Rehabilitation  
Property Acquisition Management  
Lead Base Paint Operations  
Office Building Management*

**Community Services**

**Community Services  
Manager**

Housing Program Specialists

FSS Coordinator

Emergency Apartments Manager

AmeriCorps Members

*Emergency Shelter Grants Programs  
Emergency Shelter Assistance Program  
Emergency Shelter Apartments  
Mansfield Apartments  
Individual Development Account  
Family Self Sufficient Program  
Property and Special Needs Tenant  
Management  
HOME/2060  
Homeownership*

**Administrative Services**

**Housing Finance  
Manager**

Finance Specialist

Fiscal Assistants

Finance Specialist

*Finance  
Risk Management  
Grants Management  
Human Resources*

<p><b>Beverly Green</b>  <b>420 SW Sherman Street #121</b>  <b>Olympia, WA 98502</b></p> <p><b>352-2631</b></p>	<p><b>GUADALUPE DILDINE</b>  <b>P O Box 8394</b>  <b>LACEY, WASHINGTON 98509</b></p> <p><b>412-1014 mover 10/31/2006</b></p>	<p><b>KELLY KELLOGG</b>  <b>205 Scott Street SE</b>  <b>Tumwater, Washington 98501</b></p> <p><b>352-2804</b></p>
<p><b>Idyllis Humphrey</b></p> <p><b>923-5807 mover 11/06</b></p>	<p><b>HELEN PLAJA</b>  <b>1309 Fern. St. SW # SW 203</b>  <b>OLYMPIA, WASHINGTON 98502</b></p> <p><b>352-5629</b></p>	<p><b>ELLEN REBER</b>  <b>4217 HORNET DR. NE</b>  <b>L456-8182ACEY, WASHINGTON</b>  <b>98506</b>  <b>456-8182</b></p>
<p><b>Jessica Johnson</b>  <b>7808 Sumurai Ct</b>  <b>Lacey WA 98503</b></p>	<p><b>Donna Baldwin</b>  <b>4306 6<sup>th</sup> Avenue NE</b>  <b>Olympia WA 98516</b></p> <p><b>4553296</b></p>	<p><b>Linda Donaldson</b>  <b>3600 14<sup>th</sup> Avenue SE #18-303</b>  <b>Olympia WA 98501</b></p> <p><b>459-2851</b></p>
<p><b>Elizabeth Anderson</b>  <b>2620 5<sup>th</sup> Ave</b>  <b>Olympia WA 98506</b></p> <p><b>754-1219</b></p>		<p><b>Brandy Coffman</b>  <b>2530 Ruddell Rd SE #102</b>  <b>Lacey WA 98503</b></p>
<p><b>Greg Provenzano</b>  <b>Columbia Legal Services</b>  <b>711 Capitol Way S #304</b>  <b>Olympia WA 98501</b>  <b>943-6585 x227</b></p>	<p><b>Kathleen Stone</b>  <b>510 Capitol Way N # 233</b>  <b>Olympia WA 98501</b></p> <p><b>754-0705</b></p>	<p><b>Shirley Moss</b>  <b>9031 B Boulder Ln SE</b>  <b>Olympia, WA 98501</b></p> <p><b>943-2129</b></p>
<p><b>David Weidner</b>  <b>1025 Neil St NE #39</b>  <b>Olympia WA 98516</b></p> <p><b>481-2788</b></p>		<p><b>James Ward</b>  <b>533 Courtside St SW #D 204</b>  <b>Olympia WA 98502</b></p> <p><b>456-8415</b></p>
<p><b>Wendy Okert-Chissus</b>  <b>7020 Gaston Lane SW #A</b>  <b>Tumwater WA 98501</b></p> <p><b>357-6608</b></p>	<p><b>Fatima Mustelier</b>  <b>9011 Old Highway 99 SW #406</b>  <b>Olympia, WA 98501</b></p> <p><b>923-9594</b></p>	<p><b>Dotty Peery</b>  <b>420 Sherman Street SW #106</b>  <b>Olympia, WA 98502</b></p> <p><b>754-0655</b></p>

<b>Paul Grudis</b> <b>Evergreen Vista Apartments</b> <b>1209 Fern St</b> <b>Olympia WA 98502</b> <b>352-1315</b>	<b>Craig Chance</b> <b>5129 Viewridge Dr. S. E.</b> <b>Olympia, Washington 98501</b>	<b>Nick Federici</b> <b>2927 Cloverfield Dr. S.E.</b> <b>Olympia, WA 98501</b>
<b>Neil McClanahan</b> <b>2000 Lakeridge Dr.</b> <b>Olympia, WA 98502</b>	<b>Cheryl Noel</b> <b>Sterling Savings</b> <b>HWY 12 &amp; Foster</b> <b>Rochester, WA 98579</b>	<b>Lew Lewis</b> <b>120 State Avenue N.E. #1027</b> <b>Olympia, WA 98501-8212</b>

**Housing Authority of Thurston County**  
**Board of Commissioners**

**Craig D. Chance**  
5129 Viewridge Dr. S.E..  
Olympia, Washington 98501  
Spouse: Kathy Chance

**Chair**  
Date Appointed: 11/16/92  
Term Expires: 10/16/2009  
Position: #4

**Cheryl Noel**  
P.O. Box 507  
Rochester, Washington 98579  
Spouse: Steve Noel

**Commissioner**  
Date Appointed: 11/16/92  
Term Expires:10/31/2009  
Position: #2

**Neil McClanahan**  
2000 Lakeridge Drive  
Olympia, Washington 98502  
Spouse: Sandra McClanahan

**Vice Chair**  
Date Appointed: 04/02/02  
Term Expires: 02/02/07  
Position: #1

**Lloyd W.(Lew) Lewis**  
120 State Avenue N.E. #1027  
Olympia, WA 985018212

**Commissioner**  
Date Appointed: 6/18/90  
Term Expires: 4/15/2009  
Position: #3

**Nick Federici**  
2927 Cloverfield Dr. S.E.  
Olympia, WA 98501  
Spouse:

**Commissioner**  
Date Appointed: 1/10/05  
Term Expires: 1/10/10  
Position: #5

**Joanne Barker**  
8137 Sweetbrier Ln SE #J305  
Lacey, WA 98513

**Commissioner**  
Date Appointed: 9/29/99

**(HATC Board will  
renew on an annual basis)**

Board of Commissioners meet the 4th Thursday of each month at 12:00 Noon  
in the Housing Authority's Conference Room - 503 W. 4th, Olympia.

## **Implementation of Violence Against Women Act of 2005**

### ***Five Year Plan Update***

#### Goals :

- To protect the rights of victims of domestic violence to secure and maintain housing without being victimized a second time by being denied housing or losing housing because of the criminally violent acts perpetrated against them.

#### Objectives:

- To let applicants and participants of the Housing Authority know of their rights under the VAWA;
- To implement VAWA as victims come forward to claim their rights;
- To educate participating landlords to assist them to protect the rights of victims and to avoid evictions where the victim can certify they qualify for protection;
- To link victims with resources in the community with persons and agencies who can assist them with services;
- To work with the Domestic Violence Shelter to develop housing options for victims of domestic violence.

#### Policies

- The Housing Authority will not knowingly deny assistance to otherwise eligible applicants simply because they have been victims of domestic violence, dating violence, sexual assault, or stalking.
- The Housing Authority will not knowingly terminate the assistance of otherwise compliant persons simply because they are victims of domestic violence, dating violence, sexual assault, or stalking.
- The Housing Authority will educate applicants and participants of their rights under VAWA.
- The Housing Authority will work to educate landlords about VAWA and the rights of victims under the act and to work with the landlord and the victims to protect the housing assistance of victims and their families.

## 2007 Update for Annual and Five Year Plans

### Programs

- The Community Services Office of the Housing Authority coordinates a transitional housing program with Safeplace.
- Graduates of the Transitional Housing Program who continue to need a housing subsidy are given preference on the Voucher Program waiting list.

### *Annual Plan – 2007-2008*

#### Activities

- Send a mailing to landlords of the voucher program about the legislation protecting the rights of victims of domestic violence.
- Over the course of the year, notify all tenants of their rights under VAMA.
- Include information on the rights of victims on all correspondence terminating clients from the rental assistance programs.
- Began using new contract and Tenancy Addendum when they were published by HUD.
- Encourage participation by Safeplace in the annual Planning process.

#### Services and Programs offered either by HATC or in cooperation with other service providers

- Advising victims of their rights to maintain their eligibility for housing assistance if their failure to comply with program rules or termination of a lease because of their status as a victim of domestic violence;
- To refer victims to Safeplace for counseling and legal advice.
- Assisting referred victims under the HOME TBRA / HATS program;
- Referral to the voucher Program as a continuation of housing assistance under the Housing Choice Voucher Program.

**Public Hearing Annual Meeting/  
March 9, 2007**

**Opening of Public Hearing 12:00 noon**

**Maureen Hill gave the following overview:**

Changes to Policies or Procedures in all Rental Assistance Programs:

- Addition of Victims of Domestic Abuse as a protected class in the administration of the rental assistance programs and adoption of goals and objectives related to the legislation.
- Revising language about reporting requirements for owners under the “exception units” in Project Based Voucher Contracts;
- In an attempt toward paper reduction and need for archive space, files of participants and applicants will be shredded after three years – with the possibility of maintaining for five years where participants have been terminated for cause;
- Toward the same end of paper-reduction and storage requirements, staff will be looking into keeping fewer printouts in the file, particularly where the information is maintained in the system.
- Proposed change in the types of expenses that will be allowed in the computation of medical expenses - using the IRS bulletin as a guide for determining eligible expenses

Changes in Policies or Procedures specific to the Voucher Program:

- Adoption of the Payment Standard discussed conditionally adopted at the February 2007 meeting as of January 1, 2008 or earlier if the 2007 budget will sustain a higher PS; staff will be monitoring per unit cost on an on-going basis;
- Clarification that all single individuals are eligible for residency at the Drexel House Project – an individual has to be homeless but does not have to meet the criteria as being disabled, near-elderly or elderly;
- Prioritize assistance to 10 -15 HOME TBRA- assisted large families to the voucher program as soon as possible;
- Transition some additional HOME TBRA participants in accordance with the Administrative Plan as slots become available;
- Close the waiting list for the Housing Choice Voucher Program for all households with the exception of HOME TBRA program participants until a date to be determined in the future.
- Public Notification that the application deadline for the Project Based Voucher Program will be extended to May 31<sup>st</sup> 2007. We do not anticipate being able to commit to any PBV Contracts before January 1, 2008. It is unlikely that the next deadline of September 30<sup>th</sup> would be sufficient to process applications for January 1<sup>st</sup> but the current deadline of March 31<sup>st</sup> may not give HATC current enough information. We know of two to three projects that will be submitting applications for the program.
- If after determining that dramatic action is needed during the 2007 calendar year to bring utilization within the statutory cap placed on the voucher program, staff may make “mover vouchers” effective on the 2<sup>nd</sup> of the month. (Tenant would be responsible for the full rent for one day if they move into a unit on the first of the month). We still not implement if it would be in violation of statute or regulation. (Unit months are only counted if the voucher contract is in effect on the first of the month.)

- Staff will reinstate Moratorium on port-outs for higher PS jurisdictions unless the Receiving Housing Authority is willing to absorb the household. Authorization will be put in effect if the 2007 budget will not support costs associated with jurisdictions with higher payment standards. (exceptions granted for reasonable accommodations)

**No Public Comment:** No public comments were made.

**Public Hearing Closed 12:35**

## **Participant Advisory Committee Meeting Minutes December 20, 2006**

Present: Shirley Moss, participant, Marge Wolf, participant, Dottie Perry, Participant, David Ritchie, participant, Summer Carrick, Safeplace, Melissa Johnson, Kay Huebner, Cheryl Scott, Taanya McKinney, Cindy Klimas, Maureen Hill and Dee Faircloth, HATC Staff

Welcome and Introductions

**Maureen Hill** gave overview of the agency planning process and timeline. The following performance report of the past year as presented:

- Vouchers - 1,946 households as of 2005, 124 households are under contract to become self sufficient, 117 project based vouchers are under contract.
- Project Based Program - As of September 2006, a 25 unit at Drexel House proposal was approved for further processing and received preliminary approval at the December 2006 Board meeting, We anticipate January 2007 move-in of first tenants.
- Housing Choice Voucher Program - Utilization for 2005-06 fiscal year was 93%. The Program reached 100% leasing in Sept. 2006 and projection is for 96% leasing for calendar year 2006.
- As of November 2006, there were 4,000 households on the Voucher Program Waiting List - This number will decrease by several hundred once applicants who did not respond to update requests are removed.
- Martin Terrace – During the year there was assistance provide for the 43 units. Phase I (27 units) is being renewed annually by HUD and Phase II (12 Units) are under contract until 2009.
- The HOME TBRA served 206 households during the period September 1, 2005 through August 31, 2006 assisting homeless individuals and families to transition from homelessness. The program continued this year in partnership with Behavioral Health Resources, Bread and Roses, Emergency Shelter Network, HATC Housing and Transitional Services and State Transitional Housing and Operations (THOR) Program.
- Family Self Sufficiency Program - From October 2003 through March 2006, there were 31 graduates with escrows totaling \$150,000. From March 2006 through this month, there were 13 more graduates with escrows just under \$65,000. There are 96 active participants and another dozen applications in process for the program.

## **Participant Advisory Committee Meeting Minutes**

**December 20, 2006**

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Policy Changes Adopted by the Board during the year are as follows:

- Project Based Voucher Program - In June 2006, the Board adopted a preliminary new application process for the Project Based Voucher Program to expedite the process and help the Housing Authority to anticipate the needs of projects for vouchers. The Board also approved a motion to authorize HATC to enter a Project Based Voucher Assistance Housing Choice Voucher Program Housing Assistance Payments Contract with Catholic Community Services for 25 studio apartments at Drexel House.
- Assisted Families affected by Katrina through the Katrina Disaster Housing Assistance Program. Partnered with HATC's Community Services' office to assist additional hurricane-affected families under the Interim Housing Rental Subsidy Program under a contract with CTED.
- Effective January 1, 2006, changed the interim reporting policies so that most households do not have to report increases in income during the year. The exceptions include families who have their income reduced for a temporary period, who have zero income at the time of their annual recertification or who have an increase in income between the time they complete their annual paperwork and the effective date of the Annual recertification.
- In June 2006, reverted to the previous Occupancy standard for the voucher and moderate rehabilitation programs so as to clarify that children of the same gender will share a bedroom, that children who are six do not have to share a bedroom with a sibling of the opposite gender who is over two years and a parent does not have to share a bedroom with a child two years and older.
- Adopted new payment standards for the voucher program effective dates: Annual Recertifications - June 1, 2006 -Movers and Initials April 1, 2006.
- Utility Schedules for 2007: The Housing Authority has contracted with an outside company to develop our utility schedule for gas, electric, and oil. HATC The new schedule is expected to be implemented as of March 1<sup>st</sup>.

### Procedural Changes

- Project Based Voucher Process - semi-annual application process for Owners to submit proposals for approval and funding.
- The Tenant Based Waiting List will be independent of any other waiting lists.
- Applicants who apply for a voucher will be directed to other projects to submit applications to those waiting lists.

**Participant Advisory Committee Meeting Minutes**  
**December 20, 2006**  
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Proposed Policy Changes for the 2007-2008 Annual Plan

Policies and Procedures for the implementation of the Violence Against Women Act discussion: The law is designed to protect victims from becoming victims for a second time.

- Proposed Change: Should the loss of income due to a domestic violence situation warrant a special consideration for the implementation of an adjustment to the housing assistance amount? **Recommendation:** Special consideration is given and done on a case by case basis. The tenant would have to show that the offending party withheld a portion of the family income and has been removed from the household.
- Instead of vouchers, households get priority on the HOME Tenant Based Voucher Program lists operated by service providers in the Community. Safeplace be considered a provider to do case management while the tenants are in the temporary housing program. **Summer Carrick** expressed the need to have housing for the victims to move forward to. Otherwise, they return to their previous places because there is no place for them to go after Safeplace. Discussion followed.
- Review of Payment Standard: As soon as the new utility schedule is received, the staff will analyze current rents and the utility amounts associated with each bedroom size and determine if the payment standard needs to be adjusted up or down.
- In conditionally approving the award of 25 vouchers to the Drexel House Project the Housing Authority is approving an exception to the priority populations being served. Some of the participants of that project will not meet the definition of a person with a disability and will not be over 50 years. The Administrative Plan needs to be updated to reflect this exception.
- The Housing Authority staff must third-party verify income and claimed deductions. The Housing Authority has access to third-party income verification for employment, social security benefits from federal and state sources.

Discussed of policies and changes followed. No changes to the above were made.

Meeting Adjourned