

## HOUSING KITSAP RESOLUTION 2012-06

<b>PHA 5-Year and Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Kitsap County Consolidated Housing Authority</u> PHA Code: <u>WA036</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2012</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>136</u> Number of HCV units: <u>374</u>																										
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  KCCHA fosters healthy housing communities by building and preserving safe, decent and affordable housing for our clients, while ensuring fiscal integrity in all programs administered by the housing authority.  We achieve this mission by: <ul style="list-style-type: none"> <li>Treating our residents and clients with dignity and respect</li> <li>Fostering teamwork within the agency</li> <li>Providing high-quality services in a cost effective manner, and</li> <li>Developing effective partnerships within our community</li> </ul>																										

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

Improve the condition of PHA owned and managed units:

- Implement new preventative maintenance plan
- Improve capital planning
- Modernize public housing units as needed
- Access additional resources such as the Weatherization program to improve the condition of public housing units

During the annual budget process, KCCHA Maintenance and Construction staff members inspect each property to identify deferred maintenance / capital needs that need to be addressed in the coming fiscal year. As a result of this process, routine and preventative maintenance items are addressed rather than deferred. In addition, capital improvement projects are identified. KCCHA has successfully applied for both City of Bremerton and Kitsap County CDBG funds to complete capital improvements that KCCHA can't afford to address through the KCCHA budget. These projects include: lighting improvements at the Nollwood PH community, repair and replacement of septic systems at Scattered Sites PH units, gutter replacement at the Fairview PH property and exterior painting at the Austurbruin PH community. KCCHA intends to apply for additional CDBG funds during the 2013 funding round to continue to address capital improvement projects that have been identified.

Over the past three years, KCCHA has set-aside \$75,000 in Cap Funds to modernize up to 4 PH units each year. KCCHA also worked with Kitsap Community Resources to improve weatherization at several non PH properties owned and managed by KCCHA.

Increase the number of rent assisted units:

- Apply for additional vouchers
- Creatively combine existing housing resources and rental assistance funding from other sources to create more subsidized units
- Pursue funding from public and private sources for additional housing resources
- Decrease vacant unit time
- Develop new units as funding allows
- Begin self management of the Housing Choice Voucher Program

KCCHA successfully applied for Kitsap County 2163 funds that are used to provide rental subsidy to households with incomes below 30% of Kitsap County median income at non PH properties owned and managed by KCCHA. This has allowed KCCHA to provide affordable housing to approximately 100 households in non PH units.

Target housing resources to the greatest need:

- Begin serving homeless individuals and families through the 2163 program
- Change local preferences for the public housing and section 8 voucher program to serve the greatest need

KCCHA successfully applied for 2163 funds and began the Housing Stabilization Program in July of 2010. This program is currently funded through December of 2012; KCCHA will apply for funding for calendar year 2012 in June of 2012.

Ensure availability of the maximum number of Housing units possible:

- Dispose of public housing units that are financially unfeasible to operate
- Provide Replacement vouchers
- Convert public housing to voucher
- Project base vouchers to improve access to housing as they become available

KCCHA is going through the process to convert 12 tenant based vouchers to Project-based vouchers; this process will be complete by May 1, 2012.

Promote self sufficiency and improve housing stability:

- Increase the number of participants in the Family Self Sufficiency Program to meet targets
- Implement a HCV homeownership program
- Apply for funding for housing stabilization case manager

KCCHA has increased the number of HCV FSS participants and is currently meeting program requirements. KCCHA has recently submitted a request to renew HUD authorization to reduce the required program size 50 to 25 for the next three year period.

Improve housing management:

- Improve public housing PHAS scores.
- Revise policies and procedures including adoption of a new Admissions and Continued Occupancy Policy for Public Housing.
- Adopt a new HCV Administration Plan
- Increase accuracy in re-certifications and improve rent collection to capture lost subsidy
- Improve lease compliance and inspection procedures to prevent damage to units and waste of resources
- Improve income targeting for better use of housing resources

KCCHA has developed a new Admissions and Continued Occupancy Policy which will be implemented during FY 2013. Lease compliance and inspection procedures have been improved; several PH residents receive monthly housekeeping inspections.

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(a) PHA Plan Elements: Please refer to the Admissions and Continued Occupancy Plan available with this document.</p> <p>Element 13 VAWA:  KCCHA is sensitive to the needs of victims of violence and embraces the provisions of the Violence Against Women Act. Currently, KCCHA works in partnership with the YWCA/ALIVE program which is active in the community providing victim assistance and education. KCCHA leases a duplex to the YWCA to house victims of domestic violence. Additionally, to the extent permitted under privacy restrictions, KCCHA will refer victims to the ALIVE program or other resources.</p> <p>(b) KCCHA Main office: 345 Sixth Street, Suite 100, Bremerton, WA 98337  KCCHA Website: <a href="http://www.kccha.org">www.kccha.org</a></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>KCCHA intends to dispose of any public housing units that become financially unfeasible to operate. KCCHA will submit a disposition application to HUD with the possible disposition of all public housing units.</p> <p>KCCHA will project base vouchers as they become available.</p> <p>KCCHA will make up to 10 vouchers available for a Section 8 homeownership program</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attached</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See Attached</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The 2011-2015 City of Bremerton and Kitsap County Consortium Consolidated Plan identified the following housing needs:</p> <p><b>NEED FOR HOUSING ASSISTANCE</b></p> <p><b>Renter Households with Problems</b></p> <p>HUD data from 2005-2007 show that forty-five percent of all renter households in Kitsap County (approximately 41,000 households) spent more than 30% of their income for housing. Of these renters, approximately half are paying more than 50% of their income for housing. At the same time, Kitsap County only has about 3,500 units (including HCV) of subsidized housing units available. This demonstrates the need for 35,000 additional affordable housing units. The most cost-burdened household type is elderly non-family – 31% spend more than 50% of monthly income on rent.</p> <p><b>Owner Households with Problems</b></p> <p>HUD data from 2006-2008 show that about 40% of homeowners with a mortgage were paying 30% or more of their monthly income on housing costs. Several categories of racial/ethnic households had disproportionate housing problems (more than 10 percentage point difference from all owners) in Kitsap County:</p> <ul style="list-style-type: none"> <li>• Black non-Hispanic owner-occupants with incomes between 30% and 50% of AMI</li> <li>• Black non-Hispanic owner-occupants with incomes between 50% and 80% of AMI</li> <li>• Hispanic owner-occupants with incomes between 30% and 50% of AMI</li> <li>• Hispanic owner-occupants with incomes between 50% and 80% of AMI</li> <li>• Asian non-Hispanic owner-occupants with incomes between 50% and 80% of AMI</li> </ul>

9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <ul style="list-style-type: none"> <li>▪ KCCCHA will re-apply for 2163 funds for rental subsidies to offset the rents of those who can no longer afford to pay their rent.</li> <li>▪ KCCCHA intends to apply for additional vouchers as they become available.</li> <li>▪ KCCCHA provides reasonable accommodations in all of its units to ensure equal access to those families and individuals with disabilities.</li> <li>▪ The Housing Authority is proposing a change to local preferences to better serve this underserved group.</li> <li>▪ KCCCHA strives to fill all housing units quickly and keep vacancies to a minimum to ensure maximum access to these units.</li> </ul>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Substantial deviations or significant amendments or modifications are defined as discretionary changes to the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans, of the agency and which require approval of the Board of Commissioners. In the case of the Capital Fund Program, a significant amendment and substantial deviation is one in which the major budget categories of the 50075.1 change by more than 50%.</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note: Faxed copies of these documents will not be accepted by the Field Office.</b></p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>

**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

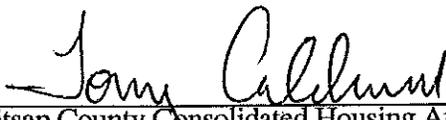
U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/1/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

  
 \_\_\_\_\_  
 Kitsap County Consolidated Housing Authority  
 PHA Name

\_\_\_\_\_  
 WA 197036  
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20- 20  
 Annual PHA Plan for Fiscal Years 2012

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <b>Becky Erickson</b>	Title <b>Chair, KCCHA Board of Commissioners</b>
Signature 	Date <b>7/3/12</b>

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Kitsap County Consolidated Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Main Office: 345 Sixth Street, Suite 100, Bremerton, WA 98337

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

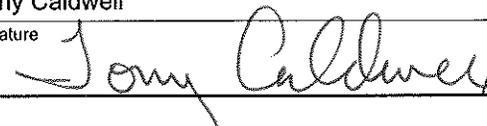
Name of Authorized Official

Tony Caldwell

Title

Executive Director

Signature

x 

Date

04/16/2012

**Certification of Payments  
to Influence Federal Transactions**

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

Applicant Name

Kitsap County Consolidated Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

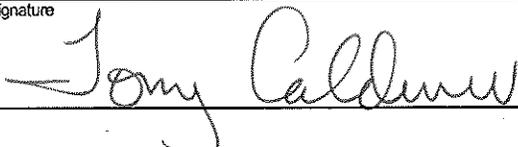
Name of Authorized Official

Tony Caldwell

Title

Executive Director

Signature



Date (mm/dd/yyyy)

04/16/2012

## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: <sup>4c</sup>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Kitsap County Consolidated Housing Authority 345 Sixth Street, Suite 100 Bremerton, WA 98337  Congressional District, if known: 1	
<b>6. Federal Department/Agency:</b> Housing & Urban Development, Public & Indian Hsg	<b>7. Federal Program Name/Description:</b> Public Housing  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): None	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): None	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Tony Caldwell</u> Title: <u>Executive Director</u> Telephone No.: <u>360-535-6142</u> Date: <u>04/16/2012</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Resident Advisory Board Meeting  
Golden Tides I Community Center  
April 2, 2012

Meeting began at 5:30 p.m.

KCCHA staff present:

Director of Asset Management	Julie Graves
Housing and Compliance Manager	Christine Buchanon
Resident Services Coordinator	Laura Schaeffer

Resident Attendance—six residents attended; 4 from Golden Tides 1 and two from Munson.

The meeting was opened with an introduction of the staff and an explanation of the Annual Plan process, and the function of the Resident Advisory Board in that process. Residents were encouraged to continue meeting as a Resident Advisory Board and provide continual feedback to the Housing Authority.

Julie discussed the improvements and maintenance work items that have been accomplished over the past two years, work that is currently in process or about to begin and improvements that are planned for Fiscal Year 2013.

She then discussed the elements in the 2012 Annual Plan and how the Capital Fund will be budgeted. Up to \$75,000 will be used for unit modernization, the remaining Cap Funds will be used primarily to address work orders and unit turns.

Residents didn't have any questions about the annual plan or the Capital Fund budget. However, there was general discussion about exterior lighting issues at Golden Tides I and Munson and drainage problems at Munson. Residents also made specific requests for improvements in their individual units, including asking for cadet heaters to replace existing baseboard heaters and for new weather-stripping around doors and windows. Housing Kitsap staff will follow up on these issues.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: Kitsap County Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: WA19P036501-12 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>1</sup>	Total Actual Cost <sup>1</sup> Expended
		Original	Obligated
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$100,014.	
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	\$75,000.	
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/31/2011

<b>Part I: Summary</b>		FFY of Grant: 2012	
PHA Name: Kitsap County Consolidated Housing Authority	Grant Type and Number Capital Fund Program Grant No: WA19P036501-12 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated      Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$175,014.	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director: <i>Jenny Caldwell</i>		Date: 03/05/2012	Signature of Public Housing Director
			Date

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.



**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/30/2011

<b>Part I: Summary</b>						
PHA Name/Number		Locality (City/County & State)		Original 5-Year Plan Revision No: 2		
Kitsap County Consolidated		Bremerton / Kitsap County WA				
Housing Authority / WA036						
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2015
	WA036202020 Nollwood					
B.	Physical Improvements Subtotal	Annual Statement	\$75,000	\$75,000	\$75,000	\$75,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		\$122,065	\$100,014	\$100,014	\$100,014
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing -- Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds		\$197,065	\$175,014	\$175,014	\$175,014
M.	Grand Total		\$197,065	\$175,014	\$175,014	\$175,014