5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0	**PHA Information** PHA Name: Peninsula Housing Authority PHA Code: WA004 \ Fiscal Year Beginning: (MM/YYYY): 7/1/2013					
2.0	**Inventory** (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 270 Number of HCV units: 620					
3.0	**Submission Type** ☐ 5-Year and Annual Plan ☒ Annual Plan Only ☐ 5-Year Plan Only					
4.0	**PHA Consortia** ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	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:					
5.0	**5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.					

5.1 **Mission.** State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:

Vision Statement

Every citizen of Clallam and Jefferson Counties have access to safe affordable housing.

Mission Statement

The mission of the Peninsula Housing Authority is to promote affordable housing and foster effective partnerships that benefit the communities we serve.

Core Values

COMBINING EFFICIENCY WITH INTEGRITY

Values play an important role in the work we do, inspiring us to serve our clients with the highest degree of integrity and compassion.

Our ETHICAL FRAMEWORK governs everything we do at the Peninsula Housing Authority. That framework includes a commitment to ethical practice and accountability, fair treatment of all persons and a firm belief in taking a stand on social issues.

As stewards of the public trust we will pursue our mission through:

1. Teamwork and Collaboration
2. Quality Service
3. Recognition and Respect for Cultural Differences
4. Innovation, and
5. Long-Term Sustainability

5.2 **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.

Update on Goals from Previous Annual Plan

1. Redevelopment

Mt. Angeles View - PHA developed a "Master Plan" for the redevelopment of the Mt. Angeles View Redevelopment. This Planned Residential Development was approved by the City of Port Angeles in 2011. PHA is now working to obtain funding to begin Phase I of the redevelopment.

Sunbelt - We expect to sell this property to a local non-profit owner, who will continue to operate the property as Permanent Supportive Housing for the short-term and may redevelop the property in the long-term.

Homestead – This is a three phase redevelopment project:

Phase I – Parcel C – a partnership was formed with Serenity House of Clallam County and West End Outreach Services to develop 14 units of permanent supportive housing using HUD 811 funding - COMPLETED

Phase II – Parcel A – a partnership was formed with Catholic Housing Services (CHS) and West End Outreach Services (WEOS) to redevelop parcel A (which had 12 dilapidated units on it). COMPLETED

Phase III – Parcel B – Parcel B has 16 single family cottage rentals on it for households at or below 50% of the median income. The Housing Authority's plan is to upgrade and keep these units. Rehabilitation began in CY2012 and will be completed in CY2013.

2. **Acquisition and Development** – PHA continues to build 8-10 single family homes through the Mutual Self-Help Housing Program, and has developed a parcel of land to build 50 multi-family units in the Eastern Urban Growth Area in Port Angeles. Construction of these 50 units is dependent on funding for construction. PHA has also acquired a 5 acre parcel of land, Pendley Estates – the infrastructure construction has been completed.

5.2 CONT

3. **Partnerships** – PHA continues to build partnerships necessary to insure that affordable housing and related services are effectively delivered. In 2011, a consolidated, two-county housing authority encompassing both Clallam and Jefferson Counties was formed, called the Peninsula Housing Authority. PHA will continue to expand opportunities for Housing Development to include both counties
4. Fiscal Sustainability – We continue to explore avenues to operate efficiently, diversify the agency's portfolio, and distribute the funding mechanisms in a manner that reduces the impact when grants are lost or reduced.
5. Management Systems –New housing and accounting software system has been implemented and the capabilities of this software will continue to be expanded in order to create efficiencies. Professional training opportunities are provided for all staff.

Current Strategic Plan Elements

- **Redevelopment**

Much PHA housing was built between 1941 and the early 1980's. Even the newest housing is now approaching 20 years old. The result is an aging portfolio with some functional obsolescence and large and escalating capital needs. We must maximize our effectiveness in achieving our mission by making the best use of our real estate assets.

- Explore funding opportunities necessary to implement the Master Plan for the redevelopment of Mt. Angeles View in order to renew obsolete housing and infrastructure.
- Continue to involve current residents in the planning process and continue to meet their housing needs.

- **Acquisition and Development**

DEVELOP OPPORTUNITIES FOR THE CREATION AND PRESERVATION OF AFFORDABLE, APPROPRIATE AND SUSTAINABLE HOUSING.

- Insure preservation of USDA-Rural Development projects by acquiring and rehabilitating existing rent assisted projects.
- By 2014, increase the number of affordable housing units owned or managed by PHA by 50 units, including the exploration of development opportunities in both Clallam and Jefferson counties.
- Actively seek public and private funding for homeownership programs.
- Investigate opportunities for land banking.
- Encourage the development of affordable housing units by other non-profit or for profit corporations.

- **Partnerships**

CREATE NEW PARTNERSHIPS AND ENHANCE EXISTING ONES WITH SOCIAL SERVICE PROVIDERS, LANDLORDS AND STATE AND LOCAL GOVERNMENT TO INCREASE ACCESS TO RESOURCES FOR PHA RESIDENTS.

- Establish and maintain a high-level of contact, liaison and sharing of information with the broad community to facilitate general awareness of housing issues and the role that PHA plays in this area.
- Build new partnerships to identify and bridge gaps in housing-related services.
- Regularly conduct outreach to recruit and educate private landlords on the Housing Choice Voucher Program.

- **Fiscal Sustainability**

Identify and implement operating efficiencies and funding opportunities in order to maintain and expand PHA's long-term service delivery capacity with a balanced operating budget.

- Diversify agency portfolio to reduce dependence on federal funding.
- Pursue mixed-income development opportunities.
- Streamline maintenance operations in an effort to enhance and improve stock as well as decreasing administrative costs.

- **Management Systems**

Demonstrate the qualities of a superior management organization with regard to staff development, accounting procedures, asset management, technology, and communication.

- Align accounting and organizational structures to ensure responsible and cost-effective use of the public and private resources entrusted to PHA, meet commitments to funders, and reduce financial risk.
- Create and maintain a working environment where employees are supported in meeting PHA's expectations and in their commitment to PHA's mission and values.
- Invest in professional development to support staff competency levels.
- Invest in technology to improve efficiency.

6.0

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:
Strategic Plan Elements have been updated.

(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.

The public may obtain a copy of the Peninsula Housing Authority's 5-Year and Annual Plan at our administrative offices at: 2603 S. Francis Street, Port Angeles, WA 98362 or on our website and www.peninsulapha.org .

Plan Elements

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.
Please refer to the agency's Public Housing Admissions and Continued Occupancy Plan (ACOP), Chapters 3 and 4. The entire ACOP is available on the Housing Authority website at peninsulapha.org or at our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362.

2. Financial Resources – Prior Year Audited Financial Statements can be obtained from the State of Washington, State Auditor's Office Website at www.sao.wa.gov or by request from our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362.
Current Year financial resources *anticipated* to be available are:

a. Federal Grants

Public Housing Operating Subsidy AMPWA004000001	$ 233,839
AMP WA004000002	$ 254,153
Public Housing Capital Fund '13	$ 380,932
Housing Choice Voucher Program (estimated CY2013 HAP)	$3,114,866
(estimated administrative fees)	$380,000
FSS Coordinator Grant	$ 94,170
HUD Self-Help Opportunity Program (SHOP) – 2010 Earmark	
USDA-RD 523 Technical Assistance Grant – Mutual Self-Help Housing (50% of 2-year grant)	$259,998
HUD Supportive Housing Program	$150,000

b. Prior Year Federal Grants (unobligated funds only)

Public Housing Capital Fund '11	$317,066
Capital Fund '12	$ 23,788

c. Dwelling Unit Rental Income

Public Housing AMP WA004000001	$225,000
AMP WA004000002	$435,000
USDA-RD Project – Wildwood Terrace (includes USDA 515 Rental Assistance)	$346,226
USDA-RD/HUD Project – Peninsula Apartments (includes S8 assistance)	$252,996
Homestead Apartments	$96,000
Sunbelt Apartments	

d. Other income

State Tenant-Based Rental Assistance (TBRA)	$340,000
Other	

ESTIMATED TOTAL RESOURCES $6,904,034

3. Rent Determination
Please refer to the agency's Public Housing Admissions and Continued Occupancy Plan (ACOP), Chapter 6 and Section 8 Housing Choice Voucher Administrative Plan, Chapter 6 for policies governing rents charged for public housing and Housing Choice Voucher units. The entire ACOP is available at the Housing Authority website at www.peninsulapha.org or at our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362

4. Operations & Management
Rules, standards and policies that govern maintenance management of housing owned, assisted, or operated by PHA are outlined in the PHA's Housing Manager's Procedures Manual and Maintenance Work Plan. These documents are available by request at the agency's administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362

5. Grievance Procedures
Agency Grievance Procedures exists for each eligible program. For example, the Public Housing Admissions and Continued Occupancy Plan (ACOP), Chapter 14 and Section 8 Housing Choice Voucher Administrative Plan, Chapter 16 govern respective program grievance procedures. The entire ACOP and Administrative Plan The entire ACOP is available at the Housing Authority website at www.penisulapha.org or at our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362 Copies of grievance procedures for respective properties are given to each participant at move-in or beginning of participation and are also are available by request at the agency's administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362.

6.0 CONT

6. Designated Housing for Elderly and Disabled Families.
The PHA has not designated or applied for approval to designate nor does the PHA plan to apply to designate any public housing occupancy for only by the elderly families or only by families with disabilities. We may explore this possibility in the future.

7. Community Service and Self-Sufficiency

a. *Public Housing Residents* – The PHA has adopted policies and practices to enhance the economic and social self-sufficiency of assisted families by:

- Adopting a preference for admission for families working or attending school
- Working with Public Housing residents interested in Homeownership by providing housing counseling needed to qualify for PHA's Self-Help Housing and/or Section 8 Homeownership programs.
- Treatment of income changes in accordance with HUD requirements for disallowance of earned income for prescribed time periods.

The PHA's policy governing Community Service requirements for Public Housing Residents is located in the Admissions and Continued Occupancy Policy, Chapter 11. The full text of this policy is available at the Housing Authority website at www.peninsulapha.org or at our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362.

b. Section 8 Housing Choice Voucher Participants – PHA has full-time staff dedicated to the Family Self-Sufficiency Program. This program works with participants to provide case management services and housing counseling services designed to assist participants identifying and achieving educational and career goals. The Program's goal is to help families become independent and free of the need for government assistance. This program includes a component that places funds in escrow for eligible families and a component that provides assistance utilizing Housing Choice Vouchers for Homeownership, rather than just rental assistance. FSS Case Managers work closely with other local social service agencies to individualize each case management plan.

c. *Section 3 participation* – the PHA encourages subcontractors to participate in the HUD Section 3 Program which provides employment for low income housing participants in addition, we operate a forced account labor program within our public housing Capital Fund Program, hiring residents whenever possible. PHA has adopted a Section 3 Plan.

8. Safety and Crime Prevention (public housing only)
The PHA's plan for safety and crime prevention to ensure the safety of public housing residents include:

a. N*eed for measures to ensure the safety of public housing residents* – Observation of some lower-level crime and vandalism, resident reports (and surveys), employee reports and police contacts all indicate that it is prudent to take actions to observe safety of residents.

b. *Description of Crime Prevention Activities Conducted by PHA* -

a. Port Angeles Police & Fire Departments - PHA staff and residents meet annually with the Port Angeles Police and Fire Department to go over basic safety, neighborhood watch techniques, and to discuss any ongoing issues regarding safety, crime prevention and/or security. During this meeting staff and residents have the opportunity to ask questions and lodge complaints. In addition, PHA staff make regular contract with local law enforcement officials when there is suspected criminal activity. A log of these contacts is kept for reporting purposes.

b. Resident Advisory Board and Resident Councils – Two of the four PHA public housing sites have active Resident Councils. These Councils generally meet monthly to discuss issues, community room scheduling, and ongoing or special activities. Each council appoints a representative and an alternate to the Housing Authority's Resident Advisory Board. The Resident Advisory Board meets periodically with representatives of the Housing Authority to assist in developing priorities for programs, provide feedback and work out any ongoing property management or security issues.

c. Boys & Girls Club – The family public housing site, Mt. Angeles View, has an on-site Boys and Girls Club located in 4 units that have been taken off line for that purpose. The Club is open to residents of Mt. Angeles View as well as other children in the community. Activities sponsored by the club provide local kids and teens positive and productive activities.

d. HeadStart Center – The family public Housing Site, Mt. Angeles View has both an on-site Head Start and Early Head Start program. Children living in the neighborhood have the opportunity to participation in educational opportunities that are designed to get them ready for Kindergarten.

9. Pets
The agency's Pet Policy allows pets within certain guidelines. The complete policy is contained in the Public Housing Admissions and Continued Occupancy Plan (ACOP), Chapter 10. The entire ACOP is available at the Housing Authority website at www.peninsulapha.org or at our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362.

10. Civil Rights Certification
Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Regulated Regulations. Please see attached.

11. Fiscal Year Audit
The most recent fiscal year audit is available for review at the PHA's administrative offices, 2603 S. Francis Street, Port Angeles, WA 98362 or on-line at www.sao.gov.

12. Asset Management
Although HUD exempts PHA's with 400 or fewer public housing units from transitioning to asset management, PHA voluntarily converted to an Asset Management model in fiscal year 2008. This is due, in part, to the fact that PHA operates many non-HUD projects that were already being managed using an Asset Management model. Conversion required that PHA fully meet seven criteria:
Project-Based Budgeting and Accounting – The PHA's Board has approved an operating budget for each project that reasonably reflects the anticipated revenues and expenses for the project. These budgets are inclusive of all central office charges, including management fees, fees for centralized services, etc. PHA produces monthly operating statements for each project that contain the revenues and expenses of each project compared against budgeted levels, including all fees and charges from the central office cost center.
Project-Based Management – Property Management services are provided directly by PHA staff and are provided in the best interest of the project, considering such factors as needs, cost, and responsiveness, relative to local market standards.

6.0 CONT

Asset Management, continued

Central Office Cost Center – all management fees charged to properties are reasonable. In the case of Public Housing units, fees are charged in accordance with HUD standards for Public Housing. In all other cases, fees are charged based on local market standards. The Cost Center is operated with a fee-for-service approach through allowable fees and other permitted reimbursements from its Public Housing and Housing Choice Voucher Programs, as well as revenue generated from non-public housing programs (i.e. property or program management and development fees).

Review of Project Performance –PHA will periodically review information regarding the financial, physical, and management performance of each project and identify non-performing properties. For any projects that are identified as non-performing, PHA will develop a management plan that includes a set of recommendations and measurable goals that effectively address the area(s) of non-performance. PHA may choose to use third-party evaluators to make these determinations and develop recommendations.

Long-term Capital Planning – The PHA will maintain at least a five-year capital plan for each project that is realistic in terms of expected revenue sources, market, tenancy, and project needs. In most cases, capital plans will be for a 20-year period to insure the long-term viability of each project.

Risk Management Responsibility Related to Regulatory Compliance – PHA will comply with HUD and other regulatory agency requirements for each program. Compliance will be monitored through supervisory inspections and file audits.

13. Violence Against Women Act (VAWA)

PHA will provide all applicants, tenants, and participants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination. The notice will explain the protections afforded under the law, inform the participant of confidentiality requirements, and provide contact information for local victim advocacy groups or service providers. The PHA will include in all assistance termination notices a statement explaining assistance termination protection provided by VAWA. PHA will also inform Housing Choice Voucher property owners and managers of their screening and termination responsibilities related to VAWA utilizing the following means: day to day interactions with owners and managers, inserts in HAP payments, owner workshops, orientations, and/or newsletters, signs in the PHA lobby, and/or mass mailings which include model VAWA certification forms.

7.0

Hope VI Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversation of Public Housing, Homeownership Programs, and Project-based Vouchers.

The PHA now has approval of a Master Plan to redevelopment plan our Family Public Housing site (AMP WA004000001). The existing site totals 100 units but has the potential under zoning regulations to have 232 units. The "Master Plan" includes the demolition and disposition of existing units and the construction of new multi-family and single family units, including some market rate homeownership. Due to funding constraints, the implementation of the approved Master Plan for Mt. Angeles View will occur in phases as funding becomes available. It is anticipated that this redevelopment process will take several years. The PHA will work closely with HUD and our residents to implement the master plan.

8.0

Public Housing Capital Improvements and Five-Year Plan

With respect to public housing projects owned and operated by the PHA, the PHA has developed the required Capital Fund Program Plan to ensure the long-term physical and social viability of public housing projects. Required Forms are attached to this plan as Exhibit A (word document file: WA004a017).

Public Housing Capital Fund Finance Program (CFFP)

The PHA will not pledge any of its Public Housing Capital Funds to repay debt incurred to finance capital improvements until and unless we have a HUD-approved plan to do so. It is anticipated that this may occur as a part of the redevelopment plan described under Section 7.0 above.

Housing Needs

Housing Needs of the PHA's jurisdiction are reflected in the following statistics:

9.0

Public Housing Waiting List

Household Income at or below30% of median income	*181*	*households*
House Income between 30% and 50% of median income	*4*	*households*
Household Income between 50% and 80% of median income	*04*	*households*

Characteristics by BR size		*Characteristics by Race/Ethnicity*	
0 BR	*01*	*American Indian*	*9*
1 BR	*62*	*Black*	*1*
2 BR	*85*	*White*	*165*
3BR	*36*	*Asian*	*8*
4 BR	*2*	*Pac. Islander*	*0*
		Latino	*0*
		Mixed	*2*

Section 8 Waiting List

There are 134 on the Clallam County and 180 on the Jefferson County Section 8 waiting list.

2012 Clallam County Point-in-Time Homeless Count

160 Households

9.1

Strategy for Addressing Housing Needs.

The Housing Authority will follow the strategic plan outlined in Section 5.2 of this Plan. In addition, we will use strategies outlined in the Clallam County and Jefferson County 10-year Plans to End Homelessness. A copy of the 10-year plans can be obtained on the Housing Authority website at www.peninsulapha.org or at our central administrative offices at 2603 S. Francis Street, Port Angeles, WA 98362.

10.0	Additional Information a. Progress in Meeting Mission and Goals. See 5.2 above. b. Significant Amendment and Substantial Deviation/Modification Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the PHA that fundamentally change the mission, goals, objectives, or plans of the Agency and which require formal approval of the Board of Commissioners. This includes: • Any significant change to PHA's Admissions and Continued Occupancy Policy or Administrative Plan that involves rent or admissions policies. • If PHA changes the planned use of funds that exceeds 20% of the total annual budget. PHA will meet the following requirements when making significant amendments to the plan: • Consultation with the Resident Advisory Board; • Ensuring consistency with the Consolidated Plan as defined in 24 CFR 903.15; • Public review for 45 days for any amendments or modifications; • Amendment must be adopted by the PHA Board of Commissioners; • Implementation of the amendment or modification will not be done until approved by HUD. c. Resident Comment – the Housing Authority met with each of our resident councils and the Resident Advisory Board The Annual Plan and Capital Plan Meetings were held February 22, 2013. Meeting notices were posted and Sarah Martinez, Director of Asset Management and Janis Carpenter, Property Manager met with Residents from all three buildings. Resident comments 1. Manor Water pipes – the hot water pipes are poor and the cold water both smells and tastes funny. Director Martinez responded with the information that we are asking for engineering bids for full review of the pipe system and that the hot water pipes would be taken care of during the kitchen remodels in each unit. Residents inquired as to the possibility of industrial filters and/or a large purifier. 2. Manor Laundry Facilities – The new units work fine; however, an inquiry was made as to whether there was room on the 3rd floor to add another laundry area. With 70 units and only 3 washers and dryers, it becomes difficult for everyone to utilize them during the 8am-10pm time period. 3. Manor Fire Doors – The alarms tend to not work or to work at the wrong times. Director Martinez is aware of this issue and will ask Jeff Bamer, the Facilities Manager to do a full review of all fire doors to ensure that all alarms are working properly. The fire panel is scheduled for replacement. 4. Terrace – Residents would like new carpeting in the community room 5. Terrace – Residents would like a locking door for the kitchen in the community room. The required public hearing was held on April 12, 2013 at 10:00 am. No comments were received.
11.0	Required Submission for HUD Field Office Review Required Certifications for this Annual Plan submission are attached to this plan and have been submitted to the Seattle HUD office as required.