

PHA 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
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1.0	PHA Information PHA Name: <u>Spokane Housing Authority</u> PHA Code: <u>WA055</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>125</u> Number of HCV units: <u>5077</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> 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
	PHA 1:				PH HCV
	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: To provide, develop, and promote quality affordable housing options in the communities we serve.				
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. Goals and Objectives in the next five years: 1. Position SHA Financially <ul style="list-style-type: none"> • High Performing Agency HUD score • 4 months operating expense in reserves • Financial Audit Results of no findings • Re-position current real asset portfolio with an emphasis on sustainability and cash flow 2. Efficient Delivery of Quality Services <ul style="list-style-type: none"> • Keeping pace with new technology • Implement new IT software/automation • Prioritize fraud and bad debt recovery and prevention • Use a simple and standardized approach to procurement • Include value-added programs to meet client needs • Client/resident graduation to self sufficiency 3. Advocacy of Low Income Housing / SHA <ul style="list-style-type: none"> • SHA, in conjunction with community partners and local government, is a key resource in producing affordable housing solutions • Educate the community of the need for affordable housing • Expand knowledge of who we are, what we do and who and how we serve • Awareness that our affordable housing developments are good neighbors and compliment the neighborhood • Service on national, regional, state, and local boards/organizations/congressional districts • Selected as pilot/test agency for programs or standards to be implemented • Develop and submit comprehensive proposals to secure balanced public and private investment • Having clients become advocates for programs on and for SHA • Having clients work for the agency and agencies that provide service 4. Expand Number of People Served <ul style="list-style-type: none"> • SHA, in conjunction with community partners and local government, is a key resource for providing affordable housing solutions • Collaborate with community partners to provide an array of client services that address specific needs including: financial, family, education, literacy, veterans, mental health, drug and substance abuse, etc. • Create cutting-edge programs to address new and diverse needs • Strategically add an additional 800+ quality, self-sustaining units to portfolio in 3-5 years • Re-establish the Family Self Sufficiency (FSS) Program • Help clients move from housing assistance to self-sufficiency 				

REPORT ON PROGRESS OF PREVIOUS 5-YEAR PLAN GOALS AND OBJECTIVES

STRATEGIC GOAL # 1 – Preserve, Strengthen And Expand Rental Assistance Programs.

SHA met this goal by:

- Promoting Tenant and Project Based Rental Assistance Programs throughout their jurisdiction.
- Implementing improved customer service by soliciting input from resident groups and property owner/management associations.
- Continued to administer tenant-based rental assistance programs that provide supportive services.
- Improve orientation and briefing programs for program applicants/participants.
- Yearly reviewing program administration plans to identify areas that may conflict with the strategic business plan and transitioning or working through conflicting strategies.

STRATEGIC GOAL # 2 – Expand Housing Opportunities for Low Income Households.

SHA met this goal by:

- Providing leadership and partnering in advocating for housing needs.
- Forming and enhance partnerships with Federal, State, County, City governments and private enterprises to address affordable housing issues and create new affordable units.
- Staff participation in planning and implementation of Continuum of Care Planning, the Regional Ten-Year Plan for Ending Homelessness and the Regional Affordable Housing Task Force.
- Advocated and worked closely with Spokane Valley for zoning regulations to reduce the cost of developing low-income housing and include development incentives.
- Continued partnership with HUD, Northwest Fair Housing Alliance, landlords, realtors, and others to provide Fair Housing, 504, and ADA education to take affirmative measures to ensure access and a suitable living environment to households served of all protected classes as applicable by federal, state or local law. Provided related training for all staff.

STRATEGIC GOAL # 3 – Expand And Enrich Housing Services For Residents Of SHA-Owned Properties and Program Participants.

SHA met this goal by:

- Continued partnerships with law enforcement agencies to enhance community safety and security.
- Continued partnership with CHEF (Comprehensive Health Education Foundation) to create community partnerships to create Community Health Advocates in neighborhoods and apartment communities.
- Implemented systems for long range capital planning and ensure all Property Management Staff share a role in the planning and implementation effort. Annually evaluate and redefine property management performance benchmarks. Apply asset management principles to ensure individual properties are self-sustaining and adequately support SHA and funders' needs.

STRATEGIC GOAL # 4 – Be a Community Development Leader and Resource for Increased Community Development.

SHA met this goal by:

- Started the process of applying for the RAD program after evaluating the needs and benefits for the properties involved.
- SHA has started to explore opportunities to add value, such as increasing density, to current affordable housing development as a critical element of "Economic Development" that attracts new employers and provides the structure for revitalization.
- Partnered and started discussions with community agencies to increase regional development strategies.
- Provided technical assistance and worked with community partners to develop strategies for development of targeted housing needs.

STRATEGIC GOAL # 5 – Enhance SHA's Public Image.

SHA met this goal by:

- In the previous 5-year plan we were known as "NEWHS" (SHA dba Northeast Washington Housing Solutions). After re-evaluating the mission, vision, values, goals, affordable housing needs, and agency activities it was adopted by our board to keep it simple and once again call ourselves Spokane Housing Authority.
- The Executive Director, Directors, and Executive Assistant provided interactive presentations to local groups and organizations to increase public knowledge of affordable housing, agency mission, vision, values, activities and services.
- Encourage staff participation in local community coalitions and organizations.

STRATEGIC GOAL # 6 – Promote a Motivating Work Environment With a Customer-Friendly, Capable and Efficient Team of Employees to Operate as Leaders in the Affordable Housing Community.

SHA met this goal by:

- Standardized performance measures, job tasks and assignments for each position.

	<ul style="list-style-type: none"> Continued to strive to provide staff with a positive work environment, based on mutual purpose and respect, while providing clearly articulated and measurable job performance standards. Enhance professional standards and accountability with Policy and Procedure Desk Manuals to help staff standardize the implementation of department/program plans. Regularly analyze day-to-day operations for program efficiency, effectiveness, and to identify new or expanded tasks requiring skills and capacities not currently included in organizational structure. Evaluated wages and benefits on a regular basis to remain competitive in the Spokane market. In 2014 changed the pay structure to a grade/step rather than a range. <p><u>STRATEGIC GOAL # 7 – Review Feasibility of the Development of a 501(c)3 Non Profit Organization.</u></p> <p>SHA met this goal by:</p> <ul style="list-style-type: none"> After further research, staff and board discussions, and legal review recommendations were made to Board of Commissioners whether to Pursue this Strategic Goal. The decision was to reevaluate this potential after some additional time has passed. <p><u>STRATEGIC GOAL # 8 – Evaluate And Revise Strategic Plan on an Annual Basis.</u></p> <p>SHA met this goal by:</p> <ul style="list-style-type: none"> Annually holding department and a board/agency retreat to revisit the plan and related priorities.
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> Fiscal Year Audit Section 8 Housing Choice Voucher Administrative Plan HUD has approved the agency's application to convert one of its Public Housing developments to Project Based Vouchers under the Rental Assistance Demonstration (RAD) program. This requires revision to the following Annual Plan elements, per HUD Notice PIH 2012-32 Revised. These changes are detailed in Attachment R of this amended Plan, and will also be contained in a section of the Section 8 Administrative Plan dedicated to the overall administration of the RAD PBV program. These revised elements are the following, all detailed in Attachment R of this amended Plan: <ul style="list-style-type: none"> Eligibility, Selection and Admissions Policies/Procedures Rent Determination Operations and Management Greivance Procedures Community Service and Self-Sufficiency Civil Rights Certification Asset Management <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>Main Administrative Office – 55 W Mission, Spokane, WA PHA Public Housing Administrative Office – 108 S Jefferson, Spokane, WA PHA Website – www.spokanehousing.org</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>(a) <i>Hope VI or Mixed Finance Modernization or Development.</i> Not applicable.</p> <p>(b) <i>Demolition and/or Disposition.</i> HUD has approved SHA's application to convert one of its Public Housing developments into Project Based Vouchers under the Rental Assistance Demonstration (RAD) program application (See attachment R).</p> <p>(c) <i>Conversion of Public Housing.</i> N/A</p> <p>(d) <i>Homeownership.</i> The Section 8 Homeownership Program will continue to be administered.</p> <p>(e) <i>Project-Based Vouchers.</i> In addition to the list below of project based vouchers currently in use, SHA intends to project-base 150 units under the RAD conversion of Public Housing units. This includes 50 units at Parsons Apartments located in census tract 35 in downtown Spokane. (See attachment R for additional information). Projected number and census tracts: i. 33 Units, Census Tract 2 ii. 10 Units, Census Tract 20 iii. 28 Units, Census Tract 24 iv. 40 Units, Census Tract 32 v. 20 Units, Census Tract 35 vi. 9 Units, Census Tract 40 vii. 9 Units, Census Tract 104.01</p>

	viii. 6 Units, Census Tract 9503
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. 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.
8.2	Capital Fund Program Five-Year Action Plan. 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.
8.3	Capital Fund Financing Program (CFFP). <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.
9.0	Housing Needs. 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. The housing needs of low-income, very low-income, and extremely low-income households who reside in SHA jurisdiction, taken directly from and in accordance with the applicable Consolidated Plans are: <ul style="list-style-type: none"> • Additional affordable and/or subsidized units so that households can truly afford the unit and meet basic needs • Fair distribution and development of affordable housing • Promotion of employer sponsored affordable housing • Use current infrastructure of services and facilities to direct location of new residential developments • Educational resources and programs regarding affordable housing • Socioeconomic integration by including affordable units in all new developments • Support and assistance by local government for private and public low-income and mixed-income developments • Development of 2 bedroom units for smaller households • Development of 1 bedroom and studio units for the 'Baby Boomer' generation who are now downsizing their units • Units for persons with special needs, particularly physically disabled, developmentally disabled, and chronically mentally ill populations • Rehabilitation of existing sub-standard housing to create safe and decent housing units as 65% of housing stock is more than 30 years old • In a 2000 study by Spokane Partnership for Affordable Housing the current need at the time for median income of 30% or below as over 10 thousand units.
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. Spokane Housing Authority plans to address housing needs in our jurisdiction in the following ways: <ul style="list-style-type: none"> • Creating partnerships through Project Based Voucher programs, which provide supportive services to increase the success rate of voucher participants maintaining a 'housed' status. • Evaluating its assets and considering the investment strategies available for the best use of properties, services, and agencies in our communities. • Transition development from external contracting to using internal resources. • Work with community partners to maximize public and private development resources. • Strategically add an additional 800+ self-sustaining units to the portfolio in 3-5 years, making sure newly acquired or developed properties are 70 or more units.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. Spokane Housing Authority has made progress in meeting the mission and goals in our 5-Year Plan in 2014 in the following ways: <ul style="list-style-type: none"> • Completed major and minor capital improvement projects for our 125 units of Public Housing. • Homeownership through the Section 8 HCV Homeownership program successfully placed five (5) households in their own home. • Continued to facilitate input from neighbors in predevelopment for potential SHA properties.

- Public Housing has continued to be marketed through HUD website.
- Continued relationship and association with local law enforcement to enhance safety of SHA housing and neighborhoods, including the COPS and SCOPE programs.
- Crime Free Multi-Family status at all SHA-owned properties has been maintained.
- All staff completes required Fair Housing training annually.
- SHA is a member of the Affordable Housing Management Association, the Washington Association of Housing Authorities, of Regional, State, and National Organizations of National Association Housing and Redevelopment Officials; and at a local level is a member of the Spokane Low Income Housing Consortium.
- Collaborated with the Veterans Administration to administer vouchers for homeless, disabled veterans. (Veterans Administration Supportive Housing Program)
- Complete annual customer service surveys at all SHA owned and managed properties.
- Solicit for input from SHA resident groups, landlords, and community partners.
- Agency participates on a committee for the Continuum of Care planning, regional plan for ending homelessness.
- Partnered with area service providers for service enriched housing through the Project Based Voucher Program.
- Continue to identify and recruit training and volunteer jobs with SHA.
- Continued to expand marketing of SHA owned properties by using internet resources, including SHA website and Facebook, and reached out to organizations to educate them about Housing Authorities and SHA.
- Annually, as a leader in the region, in April SHA collaborates with the City of Spokane, HUD, Northwest Fair Housing Alliance, landlord, realtor and lender associations to provide education regarding ADA and other Fair Housing issues for landlords.
- Working with all related Legal Aid Agencies on redesigning our HCV Program Hearing Process.
- Host Free Landlord Brown Bag Lunches.
- Developed and updated a business plan identifying potential growth and priority areas for SHA and associated staffing and training needs.
- Emphasis on customer service training.
- Readjusting of caseloads, cross training, streamlining processes, and development of procedures and policies for continuity of performance efficiencies.
- Expanded open lobby hours to provide better customer service to HCV program clientele.
- SHA has broadened staff participation in local community coalitions and organizations.
- SHA continues to support Employee-based activities, Employee Wellness programs and promotes department based appreciation and morale-building programs, including an Annual Staff Recognition Event, department potlucks, Employee of the Quarter, and variety of agency teambuilding activities.
- SHA continues to support enhanced communication both intra and inter Agency as well and with related community partners.
- Partnering with health organizations to encourage healthy lifestyles.
- Implemented new long range capital budgeting process and annual budgeting process.
- Implemented new financial operations and board reporting emphasizing transparency in reporting and property management performance benchmark tracking and ratios.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

SHA considers a "substantial deviation" or "significant amendment or modification" as a discretionary change in the plan or policy of the housing authority that fundamentally alters the mission, goals, objectives or plans of the agency and which will require the formal approval of the Board of Commissioners. Specifically, the following will be considered to constitute a substantial deviation or significant amendment or modification:

- A material change in the policies regarding the manner in which tenant rent is calculated
- A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list
- Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities not previously identified in the agency plan.

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirement; such changes will not be considered a substantial deviation or significant amendment or modification to either the five-year or annual plans.

Additionally, the following language has been added to the definition of what constitutes a significant amendment to the PHA Plan:

As part of the Rental Assistance Demonstration (RAD) program, Spokane Housing Authority is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- Changes to the Capital Fund Budget produced as a result of each approved RAD conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none">(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)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(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.(g) Challenged Elements(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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Part I: Summary	
PHA Name: Spokane Housing Authority	Grant Type and Number Capital Fund Program Grant No: WA19P055501-13 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2013 FFY of Grant Approval: 2013	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:3)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	14,076.00	13,525.00	13,525.00	9,077.72
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	72,646.00	67,441.82	67,441.82	27,417.37
11	1465.1 Dwelling Equipment—Nonexpendable	54,040.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	3,307.28	3,307.28	3,307.28
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	0.00	50,974.90	50,974.90	50,974.90

¹ To be completed for the Performance and Evaluation Report.


² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ 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 4/30/2011

Part I: Summary						
PHA Name: Spokane Housing Authority		Grant Type and Number Capital Fund Program Grant No: WA19P055501-13 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2013 FFY of Grant Approval: 2013	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	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)	140,762.00	135,249.00	135,249.00	90,777.27	
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	0.00	0.00	0.00	0.00	
Signature of Executive Director 		Date 4/1/15		Signature of Public Housing Director		
				Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Spokane Housing Authority			Grant Type and Number Capital Fund Program Grant No: WA19P055501-13 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2013		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
WA055000001	Replace Flooring	1460	2	6,400.00	43,248.45	43,248.45	3,224.00	
Parsons	Stucco	1460		45,966.00	0.00	0.00	0.00	
WA055000002								
Scattered Sites	Replace Kitchen Cabinets & Counters	1460	2	8,500.00	0.00	0.00	0.00	
	Replace Flooring	1460	8	11,780.00	18,478.37	18,478.37	18,478.37	
	Replace Garage doors	1460	1	0.00	1,140.00	1,140.00	1,140.00	
	Replace Siding	1460	1	0.00	4,575.00	4,575.00	4,575.00	
	Total 1460 Dwelling Structure	1460		72,646.00	67,441.82	67,441.82	27,417.37	
WA055000001	Replace AC Units	1465	4	1,300.00	0.00	0.00	0.00	
Parsons	Replace Appliances	1465	12	4,400.00	0.00	0.00	0.00	
	Replace Water Softeners	1465		13,000.00	0.00	0.00	0.00	
WA055000002	Replace Appliances	1465	2	1,340.00	0.00	0.00	0.00	
Scattered Homes	Upgrade Furnace	1465	4	25,500.00	0.00	0.00	0.00	
	Supplement Furnace w/ Heat Pump	1465	1	8,500.00	0.00	0.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Spokane Housing Authority			Grant Type and Number Capital Fund Program Grant No: WA19P055501-13 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2013		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Total 1465 - Dwelling Equipment	1465		54,040.00	0.00	0.00	0.00	
WA055000002 Scattered Homes	Replace Sheds	1470	2	0.00	3,307.28	3,307.28	3,307.28	
	Total 1470 - Non - Dwelling Structures	1470		0.00	3,307.28	3,307.28	3,307.28	
WA055000001 Parsons	RAD	1503		0.00	41,906.20	41,906.20	41,906.20	
WA055000002 Scattered Homes	RAD	1503		0.00	9,068.70	9,068.70	9,068.70	
	Total RAD - 1503			0.00	50,974.90	50,974.90	50,974.90	
PHA - Wide	Administration	1410		14,076.00	13,525.00	13,525.00	9,077.72	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Spokane Housing Authority					Federal FFY of Grant: 2013
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
WA0550000001	August 31, 2015		August 31, 2017		
Parsons					
WA0550000002	August 31, 2015		August 31, 2017		
Scattered Sites					
PHA-Wide	August 31, 2015		August 31, 2017		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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 4/30/2011

Part I: Summary	
PHA Name: Spokane Housing Authority	Grant Type and Number Capital Fund Program Grant No: WA19P055501-14 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2014 FFY of Grant Approval: 2014	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	14,555.00	14,555.00	737.31	737.31
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	9,218.00	9,360.00	0.00	0.00
10	1460 Dwelling Structures	92,780.00	48,613.00	6,635.76	6,635.76
11	1465.1 Dwelling Equipment—Nonexpendable	5,000.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	24,000.00	24,000.00	0.00	0.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	0.00	49,025.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report.


² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ 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 4/30/2011

Part I: Summary						
PHA Name: Spokane Housing Authority		Grant Type and Number Capital Fund Program Grant No: WA19P055501-14 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2014 FFY of Grant Approval: 2014	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	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)	145,553.00	145,553.00	7,373.07	7,373.07	
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	0.00	0.00	0.00	0.00	
Signature of Executive Director 		Date 4/11/15		Signature of Public Housing Director Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Spokane Housing Authority			Grant Type and Number Capital Fund Program Grant No: WA19P055501-14 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2014		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
WA055000002	Replace Driveways	1450	1	9,218.00	9,360.00	0.00	0.00	
Scattered Homes								
	Total Site Improvement - 1450			9,218.00	9,360.00	0.00	0.00	
WA055000001	Replace Flooring	1460	1	10,000.00	0.00	0.00	0.00	
Parsons	Replace Hallway Lighting	1460		25,000.00	0.00	0.00	0.00	
WA055000002	Replace Flooring	1460	7	25,280.00	16,113.00	6,635.76	6,635.76	
Scattered Homes	Replace Kitchen Counters & Cabinets	1460	1	8,500.00	8,500.00	0.00	0.00	
	Replace Roof	1460	4	24,000.00	24,000.00	0.00	0.00	
	Total Dwelling Structure - 1460			92,780.00	48,613.00	6,635.76	6,635.76	
WA055000001	Replace A/C	1465		5,000.00	0.00	0.00	0.00	
Parsons								
	Total Dwelling Equipment - 1465			5,000.00	0.00	0.00	0.00	
WA055000001	Replace Boiler	1475		24,000.00	24,000.00	0.00	0.00	
Parsons								

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Spokane Housing Authority			Grant Type and Number Capital Fund Program Grant No: WA19P055501-14 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2014		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Total Non-Dwelling Equipment - 1475			24,000.00	24,000.00	0.00	0.00	
WA055000001	RAD	1503		0.00	49,025.00	0.00	0.00	
Parsons								
	Total 1503 - RAD Conversion	1503		0.00	49,025.00	0.00	0.00	
PHA-Wide	Administration	1410		14,555.00	14,555.00	737.31	737.31	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Spokane Housing Authority					Federal FFY of Grant: 2014
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
WA0550000001 Parsons	May 12, 2016		May 12, 2018		
WA0550000002 Scattered Sites	May 12, 2016		May 12, 2018		
PHA-Wide	May 12, 2016		May 12, 2018		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary	
PHA Name: Spokane Housing Authority	Grant Type and Number Capital Fund Program Grant No: WA19P055501-15 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2015 FFY of Grant Approval: 2015	

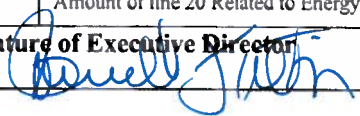
Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no: _____)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	16,294.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	50,340.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	17,280.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	79,029.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ 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 4/30/2011

Part I: Summary						
PHA Name: Spokane Housing Authority		Grant Type and Number Capital Fund Program Grant No: WA19P055501-15 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2015 FFY of Grant Approval: 2015	
Type of Grant						
<input checked="" 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	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)	162,943.00	0.00	0.00	0.00	
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	0.00	0.00	0.00	0.00	
Signature of Executive Director 		Date 4/11/15		Signature of Public Housing Director 		
				Date		

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

Part II: Supporting Pages								
PHA Name: Spokane Housing Authority			Grant Type and Number Capital Fund Program Grant No: WA19P055501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
WA055000001	Replace Flooring	1460	3	7,500.00	0.00	0.00	0.00	
Parsons								
WA055000002	Replace Roofs	1460	4	26,800.00	0.00	0.00	0.00	
Scattered Homes	Replace Flooring		4	16,040	0.00	0.00	0.00	
	Total Dwelling Structure - 1460			50,340.00	0.00	0.00	0.00	
WA055000001	Replace Appliances	1465	8	4,900.00	0.00	0.00	0.00	
Parsons					0.00	0.00	0.00	
WA055000002	Replace Appliances	1465	8	3,880.00	0.00	0.00	0.00	
Scattered Homes	Heat Pump		1	8,500.00	0.00	0.00	0.00	
	Total Dwelling Equipment - 1465			17,280.00	0.00	0.00	0.00	
WA055000001	New Decking and Common area fencing	1470		40,000.00	0.00	0.00	0.00	
Parsons	Replace Hallway lighting			39,029.00	0.00	0.00	0.00	
	Total Non-Dwelling Structures - 1470			79,029.00	0.00	0.00	0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Spokane Housing Authority			Grant Type and Number Capital Fund Program Grant No: WA19P055501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	Administration	1410		16,294.00	0.00	0.00	0.00	

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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Spokane Housing Authority					Federal FFY of Grant: 2015
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
WA0550000001 Parsons	April 12, 2017		April 12, 2019		
WA0550000002 Scattered Sites	April 12, 2017		April 12, 2019		
PHA-Wide	April 12, 2017		April 12, 2019		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:					Federal FFY of Grant:
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
PHA Name/Number Spokane Housing Authority WA055		Locality (City/County & State) Spokane, WA			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
	WA055000001 / WA055000002 Parsons & Scattered Homes					
B.	Physical Improvements Subtotal	Annual Statement 67,620	146,646	146,646	146,646	131,649
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment	79,029				15,000
E.	Administration	16,294	16,294	16,294	16,294	16,294
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds	162,943	162,943	162,943	162,943	162,943
L.	Total Non-CFP Funds					
M.	Grand Total		162,943	162,943	162,943	162,943

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary (Continuation)						
PHA Name/Number Spokane Housing Authority / WA055		Locality (City/county & State) Spokane, WA			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2015_	Work Statement for Year 2 FFY 2016_____	Work Statement for Year 3 FFY 2017_____	Work Statement for Year 4 FFY 2018_____	Work Statement for Year 5 FFY 2019_____
	Parsons WA05500001	Annual Statement				
	1460- Dwelling Structure	7,500	78,020	12,500	42,500	40,000
	1465.1- Dwelling Equipment	4,900		3,800	13,000	2,200
	1470- Non-Dwelling Structures	79,029				
	1475 Non-Dwelling Equipment					15,000
	Scattered Homes WA05500002					
	1450-Site Improvement		11,559	15,000		
	1460 - Dwelling Structure	42,840	57,070	111,580	90,549	85,489
	1465.1 - Dwelling Equipment	12,380		3,769	600	3,960
	1475 - Non-Dwelling Equipment					
	1410 - Administration	16,294	16,294	16,294	16,294	16,294

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015__	Work Statement for Year 2016_____			Work Statement for Year: 2017_____		
	FFY 2016_____			FFY 2017_____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Parsons			Parsons		
Annual Statement	WA055000001			WA055000001		
	Stucco work		78,020	Replace Flooring	5	12,500
				Replace Appliances	6	3,800
	Scattered Homes			Scattered Homes		
	WA055000002			WA055000002		
	New Cabinets & Countertops	2	17,000	New Cabinets & Countertops	3	25,500
	New Flooring	7	28,070	New Appliances	8	3,769
	New Roofs	2	12,000	New Flooring	8	32,080
	Sidewalks	4	11,559	New Roofs	9	54,000
				Sidewalks	5	15,000
	Administration		16,294	Administration		16,294
	Subtotal of Estimated Cost		\$162,943	Subtotal of Estimated Cost		\$162,943

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015__	Work Statement for Year 2018_____			Work Statement for Year: 2019_____		
	FFY 2018_____			FFY 2019_____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	Parsons			Parsons		
Annual Statement	WA055000001			WA055000001		
	New A/C's	20	13,000	New Appliances	4	2,200
	Replace Flooring	5	12,500	Replace Flooring	4	10,000
	Unit Lighting	25	30,000	Unit Lighting	25	30,000
				Update CTV System		15,000
	Scattered Homes			Scattered Homes		
	WA055000002			WA055000002		
	New Appliances	1	600	New Cabinets & Countertops	3	25,500
	New Flooring	6	23,049	Replace Roof	7	43,949
	Replace Roof	10	60,000	New Appliances	8	3,960
	Replace Siding	2	7,500	New Flooring	4	16,040
	Administration		16,294	Administration		16,294
	Subtotal of Estimated Cost		\$162,943	Subtotal of Estimated Cost		\$162,943

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Annual Plan

WA055 – Spokane Housing Authority

VAWA Statement

Spokane Housing Authority (SHA) addresses VAWA in the Section 8 Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy. The responsibility of not terminating families from housing for reasons that fall under the VAWA regulation is particularly addressed.

In addition SHA administers programs, such as Family Unification and vouchers for WFF, at least some of whom the participants have come from domestic violence backgrounds. SHA has also identified local agencies to partner with in areas where we can help domestic violence programs.

To date we have worked closely with community partners like Transitions for Women, SNAP, Spokane Mental Health, and YWCA.

In addition we use County and City agencies, including the various law enforcement agencies and for cases with a cases of Domestic Violence issues.

At other governmental levels including the state—we participated in special funding VAWA type programs that involve our clients like the Washington State Fair Housing Commission, HUD, and specific state agencies like the Commerce Department.

In summary we follow the VAWA program policies and regulations with the underlining goal of providing safeguards for the families falling under the VAWA related program requirements and refer households, as needed, to local domestic violence service provider partners.

Spokane Housing Authority

Attachment R – Rental Assistance Demonstration (RAD)

The Spokane Housing Authority is amending its 5-Year PHA Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the Spokane Housing Authority will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6.C & 1.6.D of PIH Notice 2012-32, REV-1. These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, Spokane Housing Authority is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing Spokane Housing Authority with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that Spokane Housing Authority may also borrow funds to address their capital needs.

Below, please find specific information related to the Public Housing Development selected for RAD:

Name of Public Housing Development: Parsons Apartments	PIC Development ID: WA055000001	Conversion type (i.e., PBV or PBRA): Project Based Vouchers	Transfer of Assistance: No
Total Units: 50	Pre-RAD Unit Type (i.e., Family, Senior, etc.): Elderly/Disabled	Post-RAD Unit Type if different (i.e., Family, Senior, etc.): Elderly/Disabled	Capital Fund allocation of Development*: \$65,177
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)
Studio/Efficiency	0	0	No Change
One Bedroom	46	46	No Change
Two Bedroom	4	4	No Change
Three Bedroom	0	0	No Change
Four Bedroom	0	0	No Change
Five Bedroom	0	0	No Change
Six Bedroom	0	0	No Change

* Calculated as Annual Capital Fund Grant, divided by total number of Public Housing units, multiplied by total number of units in project

Resident Rights, Participation, Waiting List and Grievance Procedures

If converting to PBV:

1. No Re-screening of Tenants upon Conversion. Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that

was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

- 2. Right to Return.** Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved (see Section 1.6.B.7 and Section 1.7.A.8 on conditions warranting a transfer of assistance), residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or Owner's offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.
- 3. Renewal of Lease.** Under current regulations at 24 CFR § 983.257(b)(3), upon lease expiration, a PHA can choose not to renew the lease, without good cause. In such a case, the regulatory consequence is the loss of the assisted unit. Under RAD, the PHA must renew all leases upon lease expiration, unless cause exists. Consequently, 24 CFR § 983.257(b)(3) will not apply. This provision must be incorporated by the PBV owner into the tenant lease or tenancy addendum, as appropriate.
- 4. Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is waiving section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) only to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase-in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR § 5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: •Year 3 AR and all subsequent recertifications – Full standard TTP

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP and the standard TTP
- Year 2: •Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and the standard TTP
- Year 3: •Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and the standard TTP
- Year 4: •Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications – Full standard TTP

Please Note: In either the three year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

- 5. Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any PH FSS funds granted previously or pursuant to the FY 2013 PH FSS NOFA, to serve those FSS participants who live in units converted by RAD and who will as a result be moving to the HCV FSS program, subject to the following:

- a.** If a PHA has an HCV FSS program, a PHA must convert the PH FSS program participants at the covered project to their HCV FSS program. Please see future FSS Notices of Funding Availability and other guidance for additional details, including FSS coordinator funding eligibility of PHAs under a RAD conversion.
- b.** If a PHA does not have an HCV FSS program, the PHA must establish an HCV FSS program and convert the PH FSS program participants at the covered project into their HCV FSS program. PHAs are not required to offer enrollment in FSS to residents in converting projects and other HCV participants, other than to

residents in converting projects that were enrolled in the PH FSS program. Please see future FSS Notices of Funding Availability and other guidance for additional details, including FSS coordinator funding eligibility of PHAs under a RAD conversion.

All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984 and in accordance with the participants' contracts of participation. However, residents who were converted from the PH FSS program to the HCV FSS program through RAD may not be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. Consequently, 24 CFR 984.303(b)(5)(iii) does not apply to FSS participants in converted properties.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants, nor will its residents be eligible to be served by future public housing ROSS-SC grants.

- 6. Resident Participation and Funding.** In accordance with Attachment 1B, residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
- 7. Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

a. Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257, related to owner termination of tenancy and eviction, as modified by the waiver in Section 1.6(C)(3) above, the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

- i.** A reasonable period of time, but not to exceed 30 days:
 - If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction;
- ii.** 14 days in the case of nonpayment of rent; and
- iii.** 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

b. Grievance Process. HUD is incorporating additional procedural rights to comply with the requirements of section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the PHA to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will waive 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, and require that:

- i.** In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi),³¹ an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a PHA (as owner) action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program.
 - For any additional hearings required under RAD, the PHA (as owner) will perform the hearing.
- ii.** An informal hearing will not be required for class grievances or to disputes between residents not involving the PHA (as owner) or contract administrator. This hearing requirement shall not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA (as owner) or contract administrator.
- iii.** The PHA (as owner) give residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- iv.** The PHA (as owner) provide opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

³¹ § 982.555(a)(1)(iv) is not relevant to RAD as the tenant-based certificate has been repealed.

8. **Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited to only persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only applies to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment); tenants that move into the property following conversion, etc.) is covered by this waiver.

9. **Capital Fund Education and Training Community Facilities (CFCF) Program.**

CFCF provides capital funding to PHAs for the construction, rehabilitation, or purchase of facilities to provide early childhood education, adult education, and job training programs for public housing residents based on an identified need. Where a community facility has been developed under CFCF in connection to or serving the residents of an existing public housing project converting its assistance under RAD, residents will continue to qualify as "PHA residents" for the purposes of CFCF program compliance. To the greatest extent possible the community facility should continue to be available to public housing residents.

D. PBV: Other Miscellaneous Provisions

1. **Access to Records, Including Requests for Information Related to Evaluation of Demonstration.**

PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work.

2. **Additional Monitoring Requirement.** The PHA's Board must approve the operating budget for the covered project annually in accordance with HUD requirements.³²

3. **Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).**

Under existing PBV program rules, projects that qualify as "existing housing" under 24 CFR § 983.52(a) are not subject to Davis-Bacon (prevailing wages, the Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) or Section 3 (24 CFR Part 135). However, the Davis-Bacon Act and Section 3 shall apply to all initial repairs that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation, regardless of whether the project qualifies as "existing housing." Developmental requirements under 24 CFR § 983.154 and fair housing provisions under 24 CFR § 983.152(c)(vi) continue to apply.³³

4. **Establishment of Waiting List.** In establishing the waiting list for the converted project, the PHA shall utilize the project-specific waiting list that existed at the time of conversion, unless the assistance is being transferred to another neighborhood. If a project-specific waiting list does exist, but the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list. In addition, the waiting list must be established and maintained in accordance with PBV program requirements.

If a project-specific waiting list for the project does not exist, the PHA shall establish a waiting list in accordance 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. For the purpose of establishing the initial waiting list, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing waiting list given the number of applicants, PHA resources, and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to the PHA's policies for waiting list management, including the obligation to affirmatively further fair housing.

A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area, informing

³² For PBV conversions that are not FHA-insured, a future HUD notice will describe project financial data that may be required to be submitted by a PBV owner for purposes of the evaluation, given that PBV projects do not submit annual financial statements to HUD/REAC.

³³ Applicable to projects with nine or more units.

local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate.

Applicants on the agency's centralized public housing waiting list who wish to be placed onto the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).³⁴

To implement this provision, HUD is waiving 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

5. **Mandatory Insurance Coverage.** The project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed property of a project, except with the written approval of HUD to the contrary.
6. **Agreement Waiver.** For public housing conversions to PBV, there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the Agreement (AHAP), including regulations under 24 CFR Part 983 Subpart D are waived.
7. **Future Refinancing.** Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)
8. **Administrative Fees for Public Housing Conversions.** For the initial Calendar Year in which a project's assistance has been converted, RAD PBV projects will be funded with public housing money. Since the public housing funding will not have been transferred to the TBRA account and since this funding is not section 8 assistance the annual contributions contract (ACC) between the PHA and HUD will cover the project units, but be for zero dollars. For this transition period, the ACC will primarily serve as the basis for covering the units and requiring PHA compliance with HUD requirements, but it will not be (as it is in the regular PBV program) the funding vehicle for the PBV RAD vouchers. Given this, and given the fact that PHAs will be receiving full public housing funding for the PBV units during this transition period, PHAs will not receive ongoing section 8 administrative fee funding during this time.

Generally, PHAs receive ongoing administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive section 8 ongoing administrative fees for PBV RAD units.

After this transition period, the ACC will be amended to include section 8 funding that corresponds to the units covered by the ACC. At that time, the regular section 8 administrative fee funding provisions will apply.

Site Selection and Neighborhood Standards Review

Not applicable.

Relocation Plans

The RAD PBV conversion for Parsons Apartments will not involve transfer of assistance to another site; however, tenants may be temporarily relocated during redevelopment activities. The Accessibility and Relocation Checklist will be submitted with the Financing Plan.

³⁴ For more information on serving persons with LEP, please see HUD's Final guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732), published on January 22, 2007.

Significant Amendment Definition

Additional language has been added to the definition for substantial deviation to the PHA Plan as follows:

As part of the Rental Assistance Demonstration (RAD) program, Spokane Housing Authority is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- Changes to the Capital Fund Budget produced as a result of each approved RAD conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.