

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<div> <div> PHA Name: Kitsap County Consolidated Housing Authority dba Housing Kitsap PHA Code: WA036 </div> <div> PHA Plan for Fiscal Year Beginning: (MM/YYYY): </div> <div> The Five-Year Period of the Plan (i.e. 2019-2023): 7/1/2025-6/30/2030 </div> <div> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </div> </div> <div> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> </div> <div> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) </div> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	Mission Housing Kitsap’s mission is to cultivate hope and dignity for every person within our community through affordable housing opportunities.

B.2

Goals and Objectives. (updated based on comments from HUD)

Housing Programs/Units

Increase Housing Kitsap Inventory of Affordable Housing/Rental assistance (48 new project-based vouchers)

- Increase HK inventory by 50 units either through acquisition or development
- Maintain 20 homes a year in the Self-Help program
- Explore Options for developments that are Post 15 in their tax credit operation
- Develop Southern Cross on Bainbridge
- Implement Director of Acquisition and Development of Affordable Housing
- Expand the Housing Choice Voucher Program
- Complete Acquisition of Time Square- 16 PBV Units
- Continue existing partnerships for affordable housing and cultivate additional relationships
- Obtain consultant services for Affordable Housing Development
- Assist City of Poulsbo with Nordic Cottages, Property management and execution of HAP for 8 awarded PBVs already under AHAP
- Work with Housing Resources Bainbridge to complete AHAP for new construction development with 7 Project Based Vouchers, complete HAP agreement once constructed- Erickson- SLR already submitted
- Develop Southern Cross, either enter into an AHAP or other agreement (as permitted by HUD) for 4 Project Based Vouchers awarded
- Work with Housing Resources Bainbridge to enter into an AHAP for 13 units of new construction – Wyatt and Madison Apartments.

Unit Turn Time reduction

- Preventative maintenance plan developed and implemented
- Implement Director of Maintenance position for better maintenance management- as budget permits
- Implement Director of Asset Management position for better management of leasing activities including wait list management-as budget permits
- Improve relationship with Procurement for more efficient operation of rehabilitation and maintenance activities
- Decrease unit turn time to 30 days in one year

Occupancy and Collections

- Decrease vacancy by 5% each year
- Decrease delinquency by 5% each year
- Maintain 97% Occupancy rate and
- 97% of Collection of funds due

Compliance

- Increase overall accuracy of recertification processes-80% before compliance review:
 - On time
 - Accurate rent calculation
 - Accurate income calculation
- Fully implement Rent Café for application and recertification processes
- Update Reasonable Accommodation policy
- Track Audit findings to train and continue improvement
- Codify a Training Plan
- Collaborate to create a Community Operations Manuals and Tenant Selection and Continued Occupancy Policy updates

Single Family

- Improve Self Help waiting list management
- Investigate and implement a better system for house plans
- Develop Ives Mill into Self Help Neighborhood
- Explore opportunities both private and public for additional sites to develop
- Lakeland Self Help Development under construction
- Singel Family Department restructure as needed

Finance

- Implement Fixed Asset, Debt Schedules, and Grants management in Yardi
- Reduce Month end close time
- Update all finance policies
- Finalize banking consolidation
- Issue and finalize Audit Request for approval
- Review, Develop, Implement financial contingency plans

Administration

Records

- Improve physical and electronic records management
 - Developments improve their records management
 - Departments improve their records management
 - Continue education of staff on records management
- Implement scan and toss policy

Procurement

- Implement purchase processing fully in Yardi
 - Including vendor portal
- Improve contract management
- Create updated small works roster
- Standardize budget and cash flow verification

	<ul style="list-style-type: none"> • Refine Scope of Work development <p>General</p> <ul style="list-style-type: none"> • Specifically continue to review publicly held land to identify opportunities for affordable housing development • Continue Housing Kitsap positive promotion <ul style="list-style-type: none"> ○ Better Public Relations – notifying community of HK’s impact ○ Conduct more community outreach ○ Stay connected with current partnerships/develop others ○ Re-Institute Development Beautification Days ○ Sell Space at Norm Dicks Government Center ○ Implement upgrades at HK main office- budget permitting ○ Seek ways to provide resident services ○ Sell excess land at Vikings Crest ○ Re-Instate BASIC Non-Profit for affordable housing development ○ Refresh and Spruce up HK’s Website ○ Increase time HK main office is open to the public ○ Identify key roles in Job descriptions for disaster management ○ Include records retention requirements in job descriptions ○ Standardize training for various positions ○ Increase all staff meetings/gatherings ○ Review and implement alternative work schedules
	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ol style="list-style-type: none"> 1. Completed capital needs assessment for all developments 2. Applied and awarded under two rounds of County CDBG grant opportunities for capital improvements to 4 developments 3. Completed Streamlined Voluntary Conversion- planning Faircloth to RAD as possible 4. Successfully obtained 5 VASH vouchers and 5 Stability Vouchers. Increased voucher count through the streamlined voluntary conversion process 5. All financial reporting to HUD and other funders is up to date 6. Compliance department has been implemented 7. Successful conversion to software that can accommodate the voucher program 8. Pulled Voucher program back in house after many years of a neighboring housing authority administering the program.
B.4	<p>Violence Against Women Act (VAWA) Goals</p> <ul style="list-style-type: none"> • Offer preference in the waiting list process for Housing Choice Vouchers • Determine if a direct referral process is appropriate along with the preference • Explore preferences at other HK owned developments • Develop partnerships with service providers
C.	Other Document and/or Certification Requirements.

C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The Kitsap County Consolidated Housing Authority dba Housing Kitsap defines “significant Amendment or Modification” as any action or amended language that in part contradicts language in the approved plan and/or the goals and objectives of the Housing Kitsap. An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Such changes do not constitute significant amendments.</p>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> No attendees at the resident advisory board meeting.</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) **Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart.** The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

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Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.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. (24 CFR § 903.6(a)(1))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

C. Other Document and/or Certification Requirements.

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR § 903.17(b), 24 CFR § 903.19)

C.3 Certification by State or Local Officials.

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.