

ANNUAL AGENCY PLAN NOTICE

The Housing Authority City of Kennewick (KHA) is seeking input on KHA's one-year Annual Agency Plan. The Five-Year Plan was approved three years ago and no changes have been made to the Five-Year Plan. This proposed Annual Agency Plan is the fourth year of the agency's five-year plan cycle.

The Five-Year Plan sets KHA priorities, establishes strategic goals, review of housing preferences and program initiatives for the next five-year plan period. KHA seeks input via email on our current programs and the expansion of resident services programs. Current programs include: Housing Choice Voucher (Section 8) program, Public Housing Program, and our special programs for persons with disabilities and victims of domestic violence. We also seek input on a number of program components including: expansion of the Family Self-Sufficiency (FSS) program, continuation of the Scholarship Program, continuation of the Housing Choice Voucher Homeownership Option within the Housing Choice Voucher program, and the addition of tutoring and other on-site educational services for youth and adult residents of public housing. KHA is also developing a second 28-unit low income housing tax credit development targeted to serve the homeless, persons with disabilities and very low income families. KHA invites all stakeholders to provide oral or written comments for KHA's consideration. Opportunities to comment at Public Hearings include:

3:30–4:30 p.m., March 22, 2018, KHA Community Center, 1915 West 4th Place, Kennewick, Washington

10:00-11:00 am, March 22, 2018 Keewaydin Plaza, 6 West 6 Street, KP Community Room, Kennewick, Washington

The Annual Agency Plan is posted on the KHA website and continues to be available for the 45-day comment period.

For additional information on the KHA's HUD-funded programs or to provide written email comments, contact: Lona Hammer, KHA's Executive Director, lhammer@kennewickha.org

Meetings sponsored by KHA are accessible to persons with disabilities. To submit comments, request the documents in hard copy or in an alternative format, and/or arrange accommodations contact Lona Hammer, 509-586-8576 ext. 103 within one week of the public hearing.

NOTE: This meeting is a voluntary meeting to accept public comment on the Annual Agency Plan only. Other topics will not be discussed.

**Streamlined Annual
PHA Plan
(Small PHAs)**

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

OMB No. 2577-0226
Expires: 02/29/2016

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. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Housing Authority City of Kennewick</u> PHA Code: <u>WA012</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>190</u> Number of Housing Choice Vouchers (HCVs) <u>975</u> Total Combined <u>1,165</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission + 138 Mod Rehab</p> <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 of 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 website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>A copy of the Plan is posted on the KHA website and available to the public at the KHA Administrative Offices at 1915 West 4th Place, Kennewick, WA. Plan elements and all information relevant to the public hearing and proposed PHA Plan are also available for inspection by the public. KHA provides copies of the draft Plan for comment and reaches out to local service entities in our local area with electronic copies of the draft plan. Copies will be provided to Resident Council. All information is available for inspection at our Administrative offices and business hours are from 9:00 am-6:00 pm, Monday-Thursday excluding holidays.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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>N/A</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:						N/A																	
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B. Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?

- | | | |
|--------------------------|-------------------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Statement of Housing Needs and Strategy for Addressing Housing Needs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Financial Resources. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rent Determination. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Homeownership Programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Substantial Deviation. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Significant Amendment/Modification |

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

- | | | |
|-------------------------------------|-------------------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hope VI or Choice Neighborhoods. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Mixed Finance Modernization or Development. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Demolition and/or Disposition. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conversion of Public Housing to Tenant Based Assistance. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conversion of Public Housing to Project-Based Assistance under RAD. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Based Vouchers. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Units with Approved Vacancies for Modernization. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). |

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

KHA will be placing 14 vouchers into the Nueva Vista Phase II, a tax credit property, in October of 2018 in Kennewick, Washington.

KHA anticipates that three to six units will be taken off line for modernization this plan year at Keewaydin Plaza or Sunnyslope Homes.

KHA will begin exploring options for Sunnyslope Homes LRPB property during this plan year, anticipating a multi-phase project which potentially could include the development of additional affordable housing units since the site is not maxed out. Sunnyslope Homes is a low rent public housing project built in 1951-52. Future activities could include a mixed finance modernization or development activity and could include a demolition application or RAD Conversion application in a future plan year. The 2018-20 AAP plan years will be dedicated to researching best options for this activity and potential funding sources.

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

GOAL 1-Increase Housing Stock: Progress Below:

- a. **Nueva Vista Project (32 units)** KHA was successful in securing acquisition funding through Benton/Franklin Counties for a property in Kennewick. The property was short-platted and rezoned for multi-family housing development. KHA was successful in securing a funding, broke ground on January 15, 2015, and held the dedication/open house on January 6, 2016. The development provides 32 units of affordable housing for very low income and extremely low income families. The development has a 50% homeless set-aside and a 20% set-aside for persons with disabilities. Twenty vouchers have been allocated to this project. An additional four 811 PRAD vouchers are also assigned to this project.
Nueva Vista Phase II Project (28 units) The Nueva Vista Phase II project received full funding in April of 2017. An investor was secured and construction began in late October. The project is slated to be complete in mid-October of 2018. A contingent award of five 811 PRAD vouchers has been secured. Fourteen project-based vouchers will be placed into this community when complete.
- b. **DV Duplex (2 units)** KHA was successful in securing a duplex unit from the City of Richland in 2013 to provide housing for victims of domestic violence. Rental assistance to the two families served was previously provided by Benton/Franklin Counties with supportive services provided by Domestic Violence Services. KHA was successful in changing this housing from transitional to permanent housing with a preference for families who are victims of domestic violence. If no DV victims meet criteria for placement, other very low income families, at or below 50% AMI, will be placed into these units. Both units are leased to voucher participants.

GOAL 2-Increase Customer Satisfaction: Progress Below:

- a. KHA continues to meet its Limited English Proficiency (LEP) Requirements to ensure meaningful access to and participation in its housing programs and services for LEP participants. KHA has a number of bi-lingual staff persons. KHA utilizes the Language Line or other interpretation services for meetings when required so LEP families have equal access to KHA services. KHA will provide Spanish translation services at all public hearings.
- b. KHA's FSS/Service Coordinator provides resident services at Nueva Vista and for KHA's FSS participants. The FSS/Service Coordinator has been in the position since July 1, 2015. KHA is expanding the FSS program even without Coordinator salary funding.

GOAL 3-Increase Assisted Housing Choice: Progress Below:

- a. KHA has received an allocation of four 811 PRA Demo vouchers for Nueva Vista for persons who experience permanent disabilities. KHA has received a conditional award of five additional 811 PRA Demo vouchers to place in Nueva Vista Phase II when complete.
- b. When KHA accepted the Richland Housing Authority's Section 8 Program, their program included three persons who were Section 8 homeowners, two have gone off program. KHA launched the HCV Homeownership program on September 7, 2016. KHA has multiple families who have purchased a home through this program. We anticipate that approximately eight families per year will transition from the rental assistance option to the homeownership option.
- c. KHA extended its operational jurisdiction for its HCV program into the City of Richland and all of Benton County and will continue to serve the entire county.
- d. KHA signed a Cooperative Agreement with the Housing Authority of Pasco and Franklin County in mid-2013 which allows participants to lease up in Franklin County as well as Benton County without porting their voucher. Participants continue to lease up in both counties.
- e. KHA explored opportunities with the City of Richland to acquire a 28 unit multi-family property in Benton City and ten single family dwellings. Currently that process is on-hold, due to an underlying HUD debt that may prohibit a transfer of ownership.

GOAL 4-Improve Community Quality of Life and Economic Vitality: Progress Below:

- a. KHA continues to provide housing for seniors and persons with disabilities at Keewaydin Plaza and Mitchell Manor. KHA continues to provide project-based rental assistance at Mitchell Manor. KHA provides housing for persons with disabilities and for individuals who were previously homeless at Nueva Vista. Project-based rental assistance is provided in 20 units. The Family Self-Sufficiency Coordinator provides services to these individuals and space is available for caregivers and/or service providers to meet with their clients on-site at Nueva Vista.
- b. KHA developed a Scholarship program in early 2014 for HCV and Public Housing participants in order to facilitate attendance at local colleges or vocational schools. Six scholarships were awarded in 2015, six awarded in 2016 and six awarded in 2017. KHA plans to continue this program.
- c. KHA encourages residents to complete community service work at the local food bank or Second Harvest or other local community non-profit to improve community quality of life.
- d. The Master Gardener's Association developed two garden sites at Sunnyslope Homes and assisted Keewaydin Plaza residents with their gardening activities. The Association has assigned a Master Gardener to Nueva Vista as well. This is a community garden activity. We anticipate that Master Gardeners will assist KHA residents in 2018.
- e. KHA is working with Columbia Park Apartment owner to facilitate a smooth RAD Component II conversion for this complex which will facilitate the ability to rehabilitate the 138 units in the development which will improve the quality of life for residents.
- f. KHA has been working in collaboration with the Benton/Franklin Housing Resource Center to place homeless individuals into KHA housing units. Nueva Vista has 16 set-aside units for persons who were previously homeless. NVII will have 14 set-aside units.

GOAL 5-Promote Self-Sufficiency and Asset Development of Assisted Households: Progress Below:

- a. KHA continues to administer its HCV Family Self-Sufficiency program. Escrow continues to accrue for participants on the program. The FSS Coordinator is focused on administering the FSS program at Nueva Vista for the work-able families who receive project-based voucher rental assistance. KHA hopes to begin exploring opportunities for other asset development programs during the next plan year.
- b. KHA and Community Action Connections, the local community action agency, jointly developed the "Ducks Down" program which complements KHA's HCV Homeownership program aka the "Ducks" program. This joint program provides an additional \$5,000 for down payment and/or closing costs for participants. For participants who purchase in Kennewick, Pasco or Richland \$10,000 of down payment assistance can be accessed by participants via the Tri-Cities HOME Consortium.

GOAL 6-Ensure Equal Opportunities in Housing for All: Progress Below:

- a. KHA continues to support ongoing staff training on Fair Housing, Section 504 and Americans with Disabilities Act and LEP Guidance to ensure that staff members are fully aware of the rights of applicants, participants and KHA's responsibilities under each Federal law.
- b. Quarterly meetings are held between Northwest Justice Project attorneys and Housing Authority City of Pasco and KHA to facilitate better communication between all parties and ongoing collaborative interventions for tenants.

GOAL 7-Improve KHA Programs and Services: Progress Below:

- a. Explore expansion of Programs and Services (i.e. – Community gardens, school/KHA partnership, self-sufficiency program, HCV Homeownership or other self-sufficiency activities such as asset development opportunities, financial literacy) – continuing to explore options. Active programs include community gardens, self-sufficiency program, and HCV Homeownership program and Ducks Down program.
- b. Create a non-profit subsidiary to explore mixed finance development and/or RAD conversion – continued discussions
- c. Augment agency capacity via use of interns or volunteers through Goodwill and Work Source. KHA is working with Work Source to establish KHA as a permanent training site for WEX participants who are Section 3 eligible. We are also an OJT placement site.
- d. Build awareness by having articles in Tri-City Herald, Tri-City Business Journal. KHA staff were also interviewed a number of times by local television stations on our development activities and resident gardening activities.
- e. KHA will host a Procurement Seminar by a national expert in March of 2017.

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-SM</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
D Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.	
D.1	<p>Civil Rights Certification.</p> <p><u>Form 50077-SM-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> No formal RAB; one formally organized Resident Council who meets nine times per year. The Council is considered the RAB for the purposes of the Annual Agency Plan. Comments are also solicited on our plan from service provider networks in our community. KHA will be sending a copy of the Plan to HCV residents for comment and hosting a public hearing at Sunnyslope Homes even though the Sunnyslope Homes Resident Council is currently inactive. A meeting to discuss the AAP will be set up with the active Council.</p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
D.3	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <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>

E	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
E.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. The HUD-approved 5-Year Action Plan was submitted to HUD on April 5, 2016 and approved on April 13, 2016. A Capital Fund Plan is submitted separately to HUD each year.

DRAFT