

COMMISSIONERS RECORD 51  
FRANKLIN COUNTY  
Commissioners' Proceedings for March 7, 2012

The Honorable Board of Franklin County Commissioners met on the above date. Present for the meeting were Brad Peck, Chairman; and Robert E. Koch, Member; Fred Bowen, County Administrator; and Mary Withers, Clerk to the Board. Rick Miller, Chair Pro Tem, was absent on county business to attend the National Association of Counties (NACo) conference. Meeting convened at 9:00 am.

**LOBBYIST**

Legislative Lobbyist Jim Potts spoke with the Board by speaker phone about current legislative issues. Present in audience: Tom Larsen, Lester Storms, Jim Follansbee, Ed Thornbrugh and one other man.

**OFFICE BUSINESS**

Administrative Assistant Toni Fulton met with the Board. Present in audience: Tom Larsen, Lester Storms, Jim Follansbee, Ed Thornbrugh and one other man.

Vouchers

**Motion** – Mr. Koch moved for approval of fund expenditures from the Franklin County Auditor with bottom line of \$276,557.33, signed by Mr. Beaton and audited by Julie Jordan. Second by Mr. Peck. 2:0 vote in favor.

<b>Fund Expenditures</b>	<b><u>Warrants</u></b>		<b>Amount Issued</b>
Current Expense	62624	62682	\$36,767.21
Current Expense	62683	62715	\$64,630.42
Election Equipment Revolving	62716		\$99.37
Auditor O & M	62717	62718	\$209.04
Election Equipment Revolving	62719		\$15,162.00
Jail Commissary	62720	62723	\$1,810.91
Enhanced 911	62724		\$128.00
TRAC Operations Fund	62725	62740	\$4,973.82
RV Park	62741		\$372.00
Veteran's Assistance	62749	62750	\$950.00
.3 % Criminal Justice Const	62751		\$49,114.97
1999 Distressed Capital GO Bonds	62752		\$100,000.00
Supplemental Preservation Fund	62753		\$2,339.59

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(Exhibit 1)

**Motion** – Mr. Koch moved for approval of payment of Franklin County Public Works Department vouchers: County Road fund of \$105,101.37, Motor Vehicle of \$40,230.99, Solid Waste \$2194.95, and Probation Work Crew of \$1780.66, with a bottom line of \$149,307.86. This is signed by Malcolm Bowie and prepared by Len Langston. Second by Mr. Peck. 2:0 vote in favor. (Exhibit 2)

Consent Agenda

Human Services Administrator Ed Thornbrugh met with the Board regarding Consent Agenda item #5. He has reviewed the submitted document and said the Tri-Cities Consolidated Plan does appear to be very much in line with goals for creation of new affordable housing, maintenance of existing inventory of affordable housing, and a desire to not overly concentrate any units of low income housing. He gave further details. He said the definitions have remained the same and the definitions of the threshold of the program have remained pretty much the same. Mr. Peck asked if he has any concerns about the program or the plan. Mr. Thornbrugh said I do not. He was pleased to see the planning is consistent and said it is good to see we're all pulling in the same direction. He does not see any reason to not move forward.

**Motion** – Mr. Koch: Mr. Chairman, I would move for approval of consent agenda items 1 through 11 as presented. Second by Mr. Peck.

Mr. Peck said the Auditor has been working with the Commissioners office and had discussions about surplus property and the fact that over many years the equipment rosters have not been kept as thoroughly as they should have been. It's my sense looking at the items listed for disposal that none of the items are of such value that locating them would be worth the cost of county time and effort to try to locate them. Mr. Koch said he totally agrees. He also looked through the lists for anything of value. He believes there were items that in the past years were pulled out of use and just not marked off the equipment list.

**2:0 vote in favor.**

1. Approval of Resolution 2012-084, compensating Attorney Peyman Younesi for two Franklin County District Court cases appointed to him in 2011 that were conflicts of interest for other existing panel attorneys

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2. Approval of Resolution 2012-085, amendment to Professional Services Agreement to provide legal representation to indigent persons in Franklin County Superior Court, Contract #FCSC1012PY001M between Attorney Peyman Younesi and Franklin County, amending Franklin County Resolution 2011-007
3. Approval of Resolution 2012-086, setting juvenile fees for service (parent pay) for Benton and Franklin Counties, rescinding Benton County Resolution 05-738 and Franklin County Resolution 2005-487, and adopting a new fee schedule
4. Approval of Resolution 2012-087, supporting Benton Franklin Counties Department of Human Services to provide services or activities necessary to meet the goals of increasing affordable housing for extremely low and very low-income households
5. Approval of Chairman's signature on Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan as requested by the Housing Authority of the City of Pasco and Franklin County (Exhibit 3)
6. Approval of Resolution 2012-088, Interlocal Agreement between Franklin County and the City of Kennewick regarding incarceration services to Kennewick through the Franklin County Corrections Center
7. Approval of Resolution 2012-089, authorizing Auditor to dispose of surplus property from Auditor's O&M inventory list
8. Approval of Resolution 2012-090, authorizing Auditor to dispose of surplus property from Auditor's inventory list
9. Approval of Resolution 2012-091, letter to Baker Boyer National Bank regarding New Waste Landfill – post-closure trust fund, authorizing disbursal of \$36,592.50
10. Approval of Resolution 2012-092, authorizing Facilities to dispose of surplus property
11. Approval of Resolution 2012-093, Agreement #2011-2013-HEN-TSA to provide housing and essential needs services between The Salvation Army and Benton and Franklin Counties Department of Human Services

#### **OTHER BUSINESS**

Lester Storms met with the Board. Present in audience: Ed Thornbrugh, Tom Larsen, Jim Follansbee, and one other man.

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Mr. Peck responded to Mr. Storms' request for an update about the City of Pasco and Franklin County Fire District #3 annexation issue. Mr. Storms said we still have a strong feeling of space. He said we moved into this area for that reason, not to be crowded in with four or five houses per acre. He also mentioned being able to continue to have animals including livestock. He thanked the county commissioners for taking everything into consideration as far as the people in the doughnut hole are concerned.

Tom Larsen asked if the Commissioners will be voting on that issue about the doughnut hole, whether it will be brought into the city or not. Mr. Peck said ultimately the city and fire district will be proposing an annexation agreement between the three parties. At that time, the three commissioners will vote on the issue.

Human Services (HS): Consolidated Homeless Grant update

HS Director Ed Thornbrugh met with the Board. Present in audience: Tom Larsen, Jim Follansbee, Lester Storms, and one other man.

As a follow-up to last week's Board meeting regarding a proposed contract with the Department of Commerce, Mr. Thornbrugh reported that the Benton County Commissioners are not willing to assume the lead role for the contract and have requested a bi-county meeting to resolve this particular contract issue.

Mr. Peck said my preference instead of a bi-county meeting would be to have Commissioner Koch and a Benton County Commissioner and Mr. Thornbrugh work out the details. He feels it would be more efficient. Mr. Koch is willing to do so. Mr. Peck asked about the contract period. Mr. Thornbrugh said we are two months into the proposed performance period so the sooner the better. He explained the types of services funded by the grant are very similar or the same services as 2163 Homeless Housing, so for those people covered in programs, we are expending local 2163 dollars to not have them lose their housing or the opportunity to get into housing. We're hoping once the contract is in place we can balance those expenditures out. Mr. Peck asked what happens if we don't approve this contract? Mr. Thornbrugh said we have not received any funds from the state that will have to be paid back. We may have to do a supplemental budget to replenish 2163 monies.

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Mr. Koch asked how many contracts of this nature have we signed already?

Mr. Thornbrugh believes there is only one with Department of Commerce which involves housing contracts for people with AIDS. He anticipates another contract will have similar language. Mr. Koch said our attorney has prepared some bullet points regarding the contract language. There was discussion about the need to have other counties and Washington State Association of Counties (WSAC) participate in asking that the Department of Commerce make changes in their contract language. The Washington Association of Prosecuting Attorneys and the association of city and county executives may also be willing to participate.

**COUNTY ADMINISTRATOR (9:41 am)**

County Administrator Fred Bowen met with the Board.

**Executive Session** at 9:42 am based on RCW 42.30.140(4) for union contract negotiations expected to last 10 minutes. Mr. Storms, Mr. Larsen and one other man left the audience.

**Open Session** at 9:52 am. Mr. Bowen left the meeting. Les Storms, Tom Larsen and one other man joined the audience.

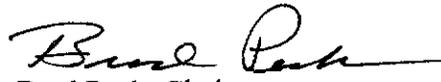
**Adjourned** at 9:53 am.

*This document is a summarized version of the Board of Commissioners proceedings. Access to an audio recording of the meeting is available upon request.*

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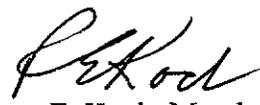
There being no further business, the Franklin County Board of Commissioners meeting was adjourned until February 15, 2012.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

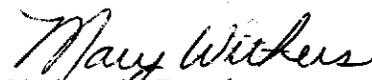
  
Brad Peck, Chairman

**Rick Miller - Absent**

Rick Miller, Chairman Pro Tem

  
Robert E. Koch, Member

Attest:

  
Clerk to the Board

Approved and signed March 21, 2012.



## FRANKLIN COUNTY AUDITOR

Matt Beaton, Auditor

3/7/2012

Franklin County Commissioners:

Vouchers audited and certified by the auditing officer by RCW 42.24.080, expense reimbursement claims.

Action: As of this date, 3/7/2012

Move that the following warrants be approved for payment:

certified by RCW 42.24.090, have been recorded on a listing, which has been sent to the board members.

FUND Expenditures	WARRANTS		AMOUNT ISSUED
Current Expense	62624	62682	\$36,767.21
Current Expense	62683	62715	\$64,630.42
Election Equipment Revolving	62716		\$99.37
Auditor O & M	62717	62718	\$209.04
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Enhanced 911	62724		\$128.00
TRAC Operations Fund	62725	62740	\$4,973.82
RV Park	62741		\$372.00
Veteran's Assistance	62749	62750	\$950.00
.3 % Criminal Justice Const	62751		\$49,114.97
1999 Distressed Capital GO Bonds	62752		\$100,000.00
Supplemental Preservation Fund	62753		\$2,339.59

In the amount of

\$276,557.33

The motion was seconded by

*Brenda Reed*

And passed by a vote of

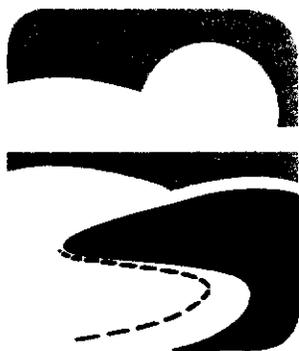
2 to 0

A large, stylized signature of Matt Beaton, the Auditor.

The attached vouchers have been approved by Auditor or Deputy

Vouchers Audited By

A signature of Julie Jordan, the Auditor's Deputy.



# FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT

Tim Fife, P.E., Public Works Director/County Engineer  
Guy F. Walters, Assistant Public Works Director

March 7, 2012

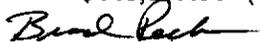
Franklin County Commissioners:

Vouchers audited and certified by the auditing officer by RCW 42.24.080, expense reimbursement claims certified by RCW 42.24.90, have been recorded on a listing, which has been sent to the board members.

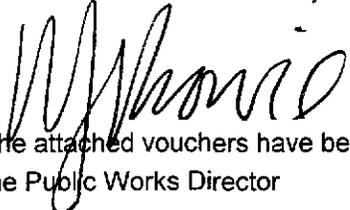
Action: As of this date, March 7, 2012,   
move that the following vouchers be approved for payment:

<u>FUND</u>		<u>AMOUNT</u>
<b>County Road</b>		
- Vouchers (2012)		\$105,101.37
	<b>Total</b>	<b>\$105,101.37</b>
<b>Motor Vehicle</b>		
- Vouchers		\$40,230.88
	<b>Total</b>	<b>\$40,230.88</b>
<b>Solid Waste</b>		
- Vouchers		\$2,194.95
	<b>Total</b>	<b>\$2,194.95</b>
<b>Probation Work Crew</b>		
- Vouchers		\$1,780.66
	<b>Total</b>	<b>\$1,780.66</b>

in the total amount of **\$149,307.86** ( \$1,780.66 + \$2,194.95 + \$40,230.88 + \$105,101.37 ).

The motion was seconded by 

and passed by a vote of 2 to 0.

  
The attached vouchers have been approved by  
the Public Works Director

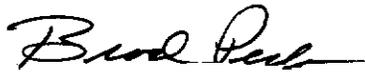
  
Vouchers Prepared By

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

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

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Brad Peck, Chairman of the Franklin County Commissioners certify that the Five Year and Annual PHA Plan of the Housing Authority of the City of Pasco & Franklin County is consistent with the Consolidated Plan of Franklin County prepared pursuant to 24 CFR Part 91.



3-7-2012

Signed / Dated by Appropriate State or Local Official



# HOUSING AUTHORITY OF THE CITY OF PASCO & FRANKLIN CO.

2505 W. LEWIS STREET • PASCO, WASHINGTON 99301 • (509) 547-3581  
 WASHINGTON RELAY SERVICE: 7-1-1 OR 1-800-833-6384 • FAX: (509) 547-4997  
 info@hacpfc.org



**Board of Commissioners:**

C. Lester Domingos, Chair  
 Dori Clark, Vice Chair  
 Mark Kuffel  
 Isabell Quintanilla

February 22, 2012

Franklin County Commissioners  
 1016 N. 4<sup>th</sup> Avenue  
 Pasco, WA 99301

Dear Commissioners:

Enclosed is a copy of our Proposed PHA Plan for FY2013. The Plan will be available for public review February 27, 2012, through April 9, 2012, and is expected to be adopted after a public hearing scheduled for April 12, 2012.

Please review our Plan for Consistency with the Consolidated Plan and sign and return the enclosed acknowledgment by Wednesday, March 21, 2012.

Sincerely,

F.J. Anderson, PHM  
 Executive Director

*Applicants & participants who feel they have a language barrier have the right to receive competent oral interpretation of written materials free of cost.  
 Aplicantes y participantes que sienten tener una barrera de lenguaje tienen el derecho de recibir interpretacion oral competente de materiales escritos, gratis.*

*If you or anyone in your family is a person with disabilities and you require a specific accommodation in order to fully utilize our programs and services, please contact us.  
 HACPFC's office is accessible to persons with disabilities.*

RECEIVED  
 FEB 23 2012  
 Franklin County Commissioners

**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**

**1.0 PHA Information**

PHA Name: Housing Authority of the City of Pasco and Franklin County (HACPFC) PHA Code: WA021  
 PHA Type:  Small  High Performing  Standard  HCV (Section 8)  
 PHA Fiscal Year Beginning: (MM/YYYY): 07/01/12

**2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: 280 Number of HCV units: 318

**3.0 Submission Type**

5-Year and Annual Plan  Annual Plan Only  5-Year Plan Only

**4.0 PHA Consortia**

PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

**5.0 5-Year Plan.** Complete items 5.1 and 5.2 only at 5-Year Plan update.

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

The mission of the Housing Authority of the City of Pasco & Franklin County is to provide safe, sanitary and affordable housing and housing assistance; serving the needs of the low-income, very low-income, and extremely low-income in the PHA's jurisdiction in a non-discriminatory manner.

- 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. (See 10.0)

The Housing Authority of the City of Pasco & Franklin County adopted the following two goals and objectives for 2011-2015.

HACPF Goal One: Tri Cities Consolidated Plan Goal IV: Improve affordable housing opportunities for lower-income individuals and households by: (Strategy 1) adding to existing stock of affordable units by developing owner-occupied and rental housing in in-fill areas or targeted neighborhoods; and, (Strategy 2) sustain or improve the quality of existing affordable housing stock.

HACPF Objectives for Goal One:

1. HACPF continues to look for opportunities to develop more units by providing statistics and support to other non-profits seeking development opportunities by participation in the Benton Franklin Housing Institute and the Homeless Housing Consortium - Continuum of Care Network and by researching and applying for capital development and operational subsidy funds for permanent affordable housing.
2. HACPF makes available affordable permanent housing to low-income persons without discrimination through efficient operation of HACPF's owned public housing program, efficient management of HACPF's Section 8 rental assistance program; and efficient operation of HACPF's owned non-subsidized homeless migrant housing program.
3. HACPF continues to apply for any HUD Subsidized programs for which we are eligible to reduce the incidence of housing-cost burden or homelessness.
4. HACPF encourages and assists revitalization of distressed existing housing stock through the Housing Quality Standards inspection process and continual rehabilitation of our existing facilities.
5. HACPF improves safety and livability of neighborhoods through partnerships with local organizations, security patrol services, and the local Police Department in provision of an on-site Police Mini-Station, on-site nutritional services, on-site after school educational and recreation activities, as well as substance abuse referral.

HACPF Goal Two: Tri-Cities Consolidated Plan Goal VI: Improve affordable housing opportunities for lower-income individuals and households by: (Strategy 2) sustain or improve the quality of existing affordable housing stock; and Tri-Cities Consolidated Plan Goal VI: Substantially reduce homelessness by 2015 through the implementation of the Benton and Franklin County Homeless Housing Plan by: (Strategy 1) support existing homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency.

HACPF Objectives for Goal Two:

1. HACPF continues to seek and obtain funds and resources to increase the supply of transitional and permanent housing and vouchers for homeless persons by subscription to Grant Opportunity Postings on Grants.gov and participation in the Benton Franklin Housing Institute, Continuum of Care Network, Low-Income Housing Alliance, and use of non-profit developers such as Common Ground and the Office of Rural and Farm Worker Housing.
2. HACPF makes available affordable transitional housing to homeless persons without discrimination through efficient operation of HACPF's owned non-subsidized homeless migrant housing program.
3. HACPF continues to seek and obtain HUD subsidies for which it is eligible, such as additional Section 8 Housing Choice Vouchers.
4. HACPF provides subsidies to low-income persons for existing rental housing through utilization of Federal Section 8 rental assistance programs.
5. HACPF staff provides support to the Continuum of Care Planning efforts and development of a homeless management information system that identifies and tracks homeless persons and participation in the annual Point-in-Time count.

**PHA Plan Update**

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

**Ethics Policy****6.0**

A new Code of Ethics and Standards of Conduct was adopted on November 17, 2011.

**Public Housing Occupancy Policy**

1. Our Public Housing Occupancy Policy has been completely updated and revised and is now called the Public Housing Admissions and Continued Occupancy Policy (ACOP). It was adopted on January 26, 2012.

(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.

A copy of the 5-Year and Annual PHA Plan is available for viewing at the HACPFC Administration Office, 2505 W. Lewis Street, Pasco, WA.

- 7.0 **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*
- N/A
- 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 *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing. **(see attached)**
- 8.2 **Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. **(see attached)**
- 8.3 **Capital Fund Financing Program (CFFP).**  
 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.

**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.

*Housing affordability is defined as housing costs which are below 30% of the household income. In most communities of the state a significant percentage of the households are living with housing costs exceeding 30% of their income. However, the Tri-Cities area enjoys one of the highest affordability indexes in the State. Franklin County is the 7th ranked county among the 39 in the State. In spite of the relatively affordable housing stock, there are population groups in the Tri-Cities that are unable to afford available housing.*

*The most current Comprehensive Housing Affordability Strategy (CHAS) data provides data that describes year 2000 affordability and housing-cost burden conditions for owners and renters. They provide a wealth of information on various categories of households with levels of income indicating which are cost-burdened. The Tables indicate the great difficulty households at the lowest income levels, particularly extremely low-income (households at 30% of MFI) and low-income (50% of MFI) have in finding affordable housing.*

*Renters are considered cost burdened when their rent plus basic utilities exceeds 30% of monthly income. A total of 43% of Tri-Cities renter households that have incomes of less than 50% of median income, are paying more than 30% of their income for rental housing. Pasco has 50% of households that have incomes of less than 50% of median income are paying more than 30% of their income for rental housing.*

- 9.0 *The problem is even more severe for large families with limited income. A total of 84.2% of families with 5 or more members who are extremely low-income renters (less than 30% of median area income) were cost burdened in the year 2000. In addition, when overcrowding is considered with this group, over 98% have "housing problems" (defined as cost burdened and/or overcrowded). Surprisingly, in each of the 3 cities, the largest percentage of cost-burdened households was households of 2-4 persons. This suggests a critical need for affordable 2-3 bedroom units in the Tri-Cities and in particular, Pasco and Franklin County, where there has not been any new multi-family units built since 2004.*

*28% of Franklin County homeowners with a mortgage and 39% of renters were paying 30% or more of their income. Rental assistance and buyer assistance would help at all levels of lower-income housing to make existing units more affordable.*

*Persons with disabilities often have Social Security Income (SSI) as their sole source of income and thus have a great deal of difficulty finding housing they can afford. Based on the SSI payment of \$683/month in 2008, a disabled Tri-Cities renter would have to pay 73.6% of their benefit for an efficiency apartment. If SSI represents an individual's sole source of income, only \$202 in monthly rent is affordable. This example is the most drastic along the housing need continuum, but it illustrates the necessity of affordability for lower-income households. It also demonstrates that some lower-income persons cannot obtain decent safe and sanitary housing without assistance.*

*A report by the National Low-income Housing Coalition reveals major problems in affordability for area renters. To be able to afford a 2-bedroom apartment at the HUD-established Fair Market Rents, the amount of annual income needed by a family of four in the Tri-Cities is \$33,400. Using this as a base, only 61% of the households in the area have sufficient incomes to afford an apartment. A wage earner working 40 hours per week would have to earn \$16.05 an hour (much higher than the Washington State minimum wage of \$9.04) to afford to pay the rent and utilities.*

*The above information is from the 2010-2014 Tri-Cities Consolidated Plan pages 84-85. The plan was prepared by John Epler & Associates and Common Ground. The 2010-2014 Tri-Cities Consolidated Plan has been adopted by the City of Richland, City of Kennewick and the City of Pasco.*

**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 and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

9.1

1. Employ effective maintenance and management policies to minimize the number of public housing units off-line.
2. Apply for additional Section 8 vouchers when they become available.
3. Maintain existing outreach efforts.
4. Employ admissions preferences aimed at families who are working.
5. Funding and staffing constraints influence our strategy.

**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.

5 Year Plan Goals - Executive Summary/Progress Report

This list constitutes a progress report which indicates successful achievement on our outlined goals in the previous 5-year Plan:

1. **Expand supply, improve quality and increase assisted housing choices:** HACPFC received 25 Family Self Sufficiency (FSS) Vouchers and has successfully placed 21 participants on FSS contracts. We've maintained our High Performer status for public housing management and we continue to maintain our public housing units in the areas of repair, modernization and energy efficiency.
2. **Provide improved living environment:** We continue to expand our Neighborhood Watch Program, as well as our partnership with the Pasco Police Department for our on-site mini-station. We also contract with residents to increase our efforts for improved public housing security.
3. **Promote self-sufficiency and asset development of assisted households:** Meals on Wheels still utilizes our Pflueger Recreation Center to provide meals for our elderly and disabled residents. Our Sprucewood Square Recreation Center houses the Teen Center for the Boys and Girls Club of Benton and Franklin Counties ("The Club"). "The Club" provides a safe place for teens to be and also provides a homework center, a computer lab and life skills instruction for some of the most at-risk youth in our community. We continue the CASH (Communities Against Self-Sufficiency Hurdles) program that refers our residents to local agencies that can help them reach their goals of independence and self-sufficiency.
4. **Ensure Equal Opportunity and affirmatively further fair housing:** All staff members attend fair housing training annually and receive additional Fair Housing training throughout the year via handouts and day-to-day circumstances. In addition, staff has participated in the promotion of Fair Housing education with landlords, city personnel, and the Homeless Housing Consortium-Continuum of Care which consists of all local housing and service providers in the Quad-City region (Pasco, Kennewick, Richland, West Richland). Staff members also provide support for the Continuum of Care Point-in-Time Count.
5. **Pursue partnerships to achieve mission:** HACPFC continues to ensure the availability of safe, sanitary and affordable housing through our Housing Quality Standards inspection program. Cullum House is our property that houses chronically mentally ill homeless individuals as they transition from hospitalization to stable housing. We have applied for and received grant funding from Benton County to renovate Cullum House. We are partnered with Community Action Connections to apply for HOME funds to purchase and renovate a fourplex for long-term transitional housing for the homeless.

10.0

#### **Resident Membership of the HACPFC Governing Board**

The Housing Authority of the City of Pasco & Franklin County does not have a resident serving on its Board. The Authority is exempt because it is a small housing agency with less than 300 public housing units. Board members are appointed by the Pasco City Council and the Franklin County Commissioners (3-City appointed representatives, 2-County appointed representatives). We send annual notices to our governing entities indicating our desire to empower our residents and encourage favorable consideration of resident applicants for the governing board.

Four Commissioner positions are filled at this time. The County positions are filled, 2 City positions are filled and 1 City position is vacant. Our most recent City appointment was made to complete a resigning member's term. That appointment was made on October 17, 2011, and expires January 28, 2013. The other filled City position has not been reappointed in several years but state law RCW 35.82.040 says a commissioner shall hold office until a successor has been appointed and has qualified. It is our hope that the City fills its vacant position on our Board this year. The City of Pasco advertises for all Board vacancies annually in the local newspaper, the Tri-City Herald (Tri-Cities, WA). Franklin County advertises for Board positions on the Franklin County website and in its newspaper of record, the Franklin County Graphic (Connell, WA). HACPFC staff maintains City and County Board applications in our administration office. Despite these efforts, no resident has expressed any desire to serve and none have applied.

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

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority and fundamentally change the mission, goals, objectives, or plans of the agency and which require the formal approval of the Board of Commissioners.

**11.0 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.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (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, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, 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.