



2020 5-YEAR
PUBLIC HOUSING AGENCY
PLAN

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: 02/29/2016
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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. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Housing Authority & Urban Renewal Agency of Polk County -dba West Valley Housing Authority</u> PHA Code: <u>OR008</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2020</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</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 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> <p>West Valley's PHA Plans are available for review on our website: www.wvpha.org, at our main office, and at the office of each Public Housing property with an office. (See Attachment 'A' for the physical addresses of each site.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <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.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
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. -See ‘Attachment B.1’ for more detail.
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. -See ‘Attachment B.2’ for more detail.
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. -See ‘Attachment B.3’ for more detail.
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. -See ‘Attachment B.4’ for more detail.
B.5	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. -See ‘Attachment B.5’ for more detail.
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></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>
B.7	<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>

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

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **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. 5-Year Plan.

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\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

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\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide 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\(a\)](#), [24 CFR §903.19](#))

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 .76 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.



Attachment A

PHA PLAN AVAILABILITY

The West Valley Housing Authority's annual PHA Plan is available for review at the following locations:

Website: www.wvpha.org

Main Office

204 SW Walnut Street
Dallas, OR 97338

Pioneer Village Site Office

375 Taybin Road, NW
Salem, OR 97304

Kingwood West Site Office

1947 Dallas Hwy, NW
Salem, OR 97304



Attachment B.1

MISSION

‘Serve Polk County residents by providing safe, decent, and affordable housing options for those in need; while encouraging their efforts towards economic self-sufficiency.’



Attachment B.2

GOALS AND OBJECTIVES FOR THE NEXT 5 YEARS

GOAL # 1: PRESERVE, EXPAND, AND PROMOTE AVAILABILITY OF SAFE, DECENT, AND AFFORDABLE HOUSING.

-The primary mission of the WVHA is to provide safe, decent, and affordable housing for those in need within Polk County. The need for such housing is ever present and increasing. In support of this core mission, the WVHA has set forth the following, subordinate goals and objectives to support this overarching goal:

- A. Expand the supply of assisted housing in Polk County through the following objectives:
1. Apply for additional voucher opportunities that would add value to the WVHA's housing programs and offerings. (i.e. Voucher utilization is at WVHA's capacity (baseline and/or budget authority) and success rates are indicative of a high probability that new voucher holders will be capable of finding an acceptable rental.)
 2. Maintain an occupancy level of at least 98% in the Public Housing Program
 3. Leverage private, or other public funds, to create additional housing opportunities particularly targeted toward preserving existing, affordable housing or the development of new, affordable housing units. Concepts the WVHA is focused on over the next 5 years include, but are not limited to:
 - a. Evaluation of the feasibility of repositioning the WVHA's entire portfolio of Public Housing units through HUD's Rental Assistance Demonstration, voluntary conversion, Section 18, and/or any, other options available for such purpose.
 - b. Establishment of a non-profit affiliate, or instrumentality, for the creation of additional opportunities in affordable housing acquisition or development.
 - c. Potential of utilizing Low-Income Housing Tax Credits (LIHTC) to facilitate in a process acquisition and rehabilitation of an existing project, new development, or a mix of both.
 - d. Working with private developers to establish partnerships to help in the facilitation of establishing new, affordable housing opportunities.
 4. Support other local, housing providers in their endeavor to establish additional safe, decent, and affordable housing in Polk County. Concepts the WVHA is focused on over the next 5 years include, but are not limited to:
 - a. Potential provision of project-based voucher assistance opportunities to other, affordable housing providers developing units within the WVHA's jurisdiction. (Up to 10% of the WVHA's baseline allotment of 703 vouchers.)
 - b. Potential establishment of direct partnerships (utilizing allowable WVHA agency funds) with other affordable housing providers in order to facilitate the development of new housing.
 5. Negotiate with the City of Salem Housing Authority in an attempt to establish the opportunity to expand the WVHA's housing offerings within the portion of Polk County (West Salem) that is overlaid by the City of Salem HA's jurisdiction; either tandem service delivery or some form of formalized partnership between agencies.
 6. Identify opportunities to use vouchers in developments to spur the creation of additional, affordable rental units; with a preference to include handicapped accessible units.



- B. Improve the quality of assisted housing through the following objectives:
1. Maintain the WVHA's high standards for management of the Public Housing Program and sustain a consistent "High Performer" status. The WVHA shall maintain focused on the following, component parts to ensure the quality of assisted housing:
 - a. Conducting, preparing for and/or responding to UPCS inspections.
 - b. Asset management functions inherent to sustaining high marks in UPCS REAC inspections.
 - c. Timely response to maintenance requests, work order completion, and comprehensive oversight of fixed asset inventories.
 - d. Asset Management Protocol (AMP) finance and accounting to ensure operational funds available to maintain properties at a high level of quality.
 2. Modernize and/or renovate existing public housing units. The WVHA will focus on the following opportunities over the next, 5 years:
 - a. Maximize the utilization of Capital Fund Grant monies for the specific purpose of planned, capital improvements and non-routine maintenance to minimize deferred maintenance issues/concerns.
 - b. Research, and strive to incorporate, building components engineered to reduce the need for on-going maintenance and/or replacement. (i.e cement siding, 40-year shingles, PVC trim, and etcetera.)
 - c. Upgrade unit finishes and fixtures upon unit turnover, or equipment failure.
 - d. Continued implementation of a Preventive Maintenance Program identifying necessary weekly, monthly, quarterly, or annual maintenance activities and tracking for completion.
 - e. Address overall site appearance through comprehensive landscape management, timely parking lot surface maintenance, and walkway surface repairs / replacements.
 3. Demolish or dispose of obsolete housing with a focus on potential redevelopment (of at least the same number of housing units) on the same site or new development in a more advantageous or underserved location.
 4. Maintain high standards for management of the Housing Choice Voucher Program. The WHVA will enhance its focus on the following, component parts of the HCV program; related to housing quality:
 - a. Housing Quality Standard inspection protocols.
 - b. Quality control inspections to ensure proper standards are being kept.
 - c. Working with landlords to ensure properties are set at reasonable rents given the age, condition, amenities, and upkeep of the property.
 - d. Work with program participants to ensure they aren't accepting of substandard conditions as a result of a landlord's actions, or inaction.
- C. Increase choice in affordable housing and housing assistance through the following objectives:
1. Maintain voucher payment standards at appropriate levels (as compared to current Fair Market Rent (FMR's)) to reflect current market rental pricing and alleviate the rent burden on program participants, yet allow the WVHA to serve as many program participants as possible within the confines of the annual budget authority or voucher baseline.
 2. Continue to work proactively with local governments, non-profit agencies, private industry and the local community to communicate, and educate them on, the role the Housing Authority plays in providing safe, decent, and affordable housing opportunities within Polk County. The WVHA will focus efforts over the next 5 years to:
 - a. Encourage support for the Housing Authority's endeavors in providing affordable housing solutions.



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- b. Work to promote the development of affordable housing within Polk County's individual communities.
 - c. Assist in studying and/or analyzing housing needs, rent burden and barriers to obtaining affordable housing.
 - d. Stay attuned to, and advocate for, opportunities to provide for change, that would provide for enhancement of affordable housing development opportunities, in the development code and/or land planning process of the various, local municipalities.
 - e. Analyze the need for affordable, "workforce" housing to support local, economic development and industry.
 - f. Support programs available for home-ownership or home repair among low-income families.
3. Perform comprehensive briefings for all, new voucher recipients that includes the following, specific, component parts:
 - a. Maps of the WVHA's area of operation, and those of neighboring jurisdictions, that indicate areas of high and low poverty, school districts, and other pertinent information to encourage participants to search for available housing where they would like to live and not just areas of higher poverty because more rental units may be readily available.
 - b. Explanation of the ability to use portability and move to another jurisdiction, so long as: participant lived within our jurisdiction as of the date of the HCV application, they do live within our jurisdiction for at least one (1) year after successful voucher lease-up, or they have a verifiable need under reasonable accommodation.
 - c. Explanation of mobility agreement the WVHA maintains with Marion County Housing Authority and encouragement to use such mobility to rent within lower poverty areas that may exist in Marion County HA's jurisdiction.
 4. Establish formal, written policy to define efforts to be taken to encourage participation by owners of rental units located outside of areas of poverty or minority concentration that have been clearly delineated by the WVHA.
 5. Conduct, and document, periodic analysis of whether voucher holder have experienced barriers to finding housing outside of areas of poverty or minority concentrations. If such barriers are identified, the WVHA will consider the employment of means to assist in overcoming such barriers.

GOAL # 2: IMPROVE COMMUNITY PARTICIPATION IN, AND PROMOTE EQUAL ACCESS TO, PROGRAM OFFERINGS.

-The WVHA feels community is important and all, eligible members of the community should feel welcome, safe, and encouraged, to participate in the WVHA's programs. In support of this overarching goal, the WVHA has set forth the following, subordinate goals and objectives:

- A. Ensure equal opportunity and affirmatively further fair housing through the following objectives:
 1. Maintain affirmative measures to ensure access to the WVHA's housing programs, and employment, regardless of race, color, religion, nation origin, gender identity, sex, familial status, source of income, or disability.
 2. Maintain affirmative measures to ensure the provision of a safe environment for all families participating in, and employees working in, the WVHA's programs regardless of race, color, religion, nation origin, gender identity, sex, familial status, source of income, or disability.



- B. Provide an equally accessible living environment through the following objectives:
 - 1. Maintain measures to deconcentrate poverty by bringing higher income public housing households into lower income developments by evaluating the distribution of incomes in public housing and implementing measures to correct low-income concentrations.
 - 2. Maintain measures to promote income mixing in public housing by assuring access for lower income families into higher income developments by evaluating the distribution of incomes in public housing and implement measures to correct higher income concentrations.
 - 3. Ensure the accessibility of public housing units and facilities in accordance with Section 504 requirements through annual evaluation of common-area accessibility at each property and on-demand evaluations as a result of a request for reasonable modification / accommodation.
 - 4. Work proactively with the public transportation systems to maintain current public transportation options for our residents.

- C. Promote efforts towards self-sufficiency and asset development through the following objectives:
 - 1. Promote participant responsibility and economic self-sufficiency by pursuing funding opportunities through Family Self-Sufficiency (FSS) Program, or other grant funding program(s), that promote schooling, training, employment, and/or referral opportunities.
 - 2. Market, share, and encourage the participation in the WVHA's Family Self Sufficiency Program (FSS) or Valley Individual Development Accounts (VIDA). Specific goals for the next 5 years include:
 - A. Increase the number of participants in the FSS program to 45.
 - B. Initiate 4, new IDA accounts each year.
 - C. Increase the number and percentage of employed persons in assisted families through partnership with the Goodwill Workforce Center and WorkSource Oregon to provide tools and training to eligible clients in counsel with the FSS coordinator.
 - 3. Initiate and foster relationships with local service providers to provide supportive services that may allow continued independence for the elderly or families with disabilities.
 - 4. Conduct outreach to identify new partners and/or resources to support training and employment apprenticeship programs and further assist participants in their efforts to become self-sufficient.

GOAL # 3: IMPROVE ORGANIZATIONAL MANAGEMENT

-The WVHA recognizes the importance of administrative capacity, clear policies and procedures, and strategic planning that sets forth a clear direction for the future of any organization. In support of this overarching goal to improve organizational management, the WVHA has set forth the following, subordinate goals and objectives:

- A. Maintain a committed, professional, and competent work force that is focused on supporting the WVHA's Mission through the following objectives:
 - 1. Annual evaluation of the overall skills and capabilities of existing staff for the purpose of identifying organizational strengths and weaknesses. Assessment may indicate the need for new positions, the elimination of others, and/or the redefining/combining of existing roles/responsibilities.
 - 2. Ensure adequate employee training and designate appropriate cross-training regimens to promote on-going growth in professional development skills and consistency in program management and the customer experience.



3. Provide all staff with the tools and equipment necessary to maintain job efficiency and effectiveness.
 4. Train supervisory staff in the proper conduct of, and needed documentation for, employee corrective action plan reviews in an effort to correct deficiencies and/or enhance performance in program compliance.
 5. Maintain the culture of the WVHA to focus on support, respect, and positivity among all staff; expressed amongst co-workers, community partners, contractors, and clientele alike.
- B. Improve Organization-Wide Accountability and Communications through the following objectives:
1. Update the formalization of all operational policies and procedures, and internal controls, to ensure the ongoing integrity of programmatic, financial, and overall management functions of the WVHA. Specific goals for the next 5 years include:
 - a. Establish clear policy and procedure manuals for all aspects of the HCV program, Public Housing, Housing Management, and Accounting protocols.
 - b. Establish a formal, inventory control system.
 - c. Refine purchase order policy and procedures.
 - d. Refine fixed asset tracking/control protocols.
 - e. Establish a new, comprehensive personnel policy.
 2. Uniformly enforce HCV, PH, and Agency Owned Housing rules and regulations with the objective of eliminating fraud, maintaining consistency in enforcement, enforcing the concept of respect for each program's rules, and ensuring the WVHA remains capable of serving as many participants as possible.
 3. Control operating costs through ongoing utility / service consumption monitoring and analyses to assist in crafting protocols aimed at reducing consumption and/or increasing accountability of those allowing excessive consumption.
 4. Encourage resident involvement through participation of the Resident Advisory Board (RAB).
 5. Encourage board involvement through:
 - a. Their attendance of training and/or learning opportunities.
 - b. Participation in a strategic planning and visioning process to establish the future direction of the agency.
 - c. Addition of periodic work sessions to work through concepts for development and/or asset repositioning.
- C. Provide for a safe, secure, and sustainable environment through the following objectives:
1. Identify safety and security risks for staff, residents, clients, and visitors and develop plans to address, or mitigate, those substantive risks identified.
 2. Maintain current, video surveillance systems and establish plans to further the development / installation of additional cameras/systems in areas such equipment is deemed appropriate / beneficial.
 3. Coordinate with local, emergency service / disaster relief providers to establish outlines for emergency evacuations, damage assessment, utility service restoration, living environment repairs / risk mitigation controls, and ultimate return of the client to their dwelling.



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4. Maintain zero tolerance policies to ensure the safety and security of staff, clients, visitors, and the community. Policies to include:
 - a. Enforcing penalties for removing, disarming, or otherwise tampering with smoke detectors, carbon monoxide detectors, call for aid equipment, or any, other life-safety equipment.
 - b. Enforcing zero tolerance policy for any verbal, written, or physical abuse, or imminent threat of such, toward any staff member, tenant, program participant, or agency contractor from another staff member, tenant, program participant, or agency contractor.
 - c. Work with local police enforcement to establish, and maintain, no trespass orders for individuals whose presence presents a reasonable threat to the overall safety and well-being of any WVHA facility / living community's environment.
5. Promote Energy-Efficiency and Sustainable Practices through the following activities:
 - a. Identify and incorporate energy saving equipment, supplies, and appliances.
 - b. Promote resident recycling programs.
 - c. Educate staff and program participants on the benefits of energy conservation practices, sustainable building design /construction, and products to reduce negative impacts on water and/or air quality.
 - d. Evaluate the use of energy performance contracts / funding sources to finance energy conservation measures that will pay for the cost of installation through net savings.



Attachment B.3

PROGRESS REPORT

WVHA's Goal: Expand the supply of assisted housing in Polk County

Objectives:

- A. Apply for any Fair Share Vouchers that come available.
- B. Maintain an occupancy level of 98% in the Public Housing Program.
- C. Leverage private or other public funds to create additional housing opportunities particularly targeted toward replacement of Public Housing; replacement of five single-family units with multi-family units.
- D. Acquire or build five Public Housing replacement units.

Progress:

- A. Due to limitations experienced with the successful utilization of our regular, HCV program vouchers, the WVHA has not pursued any, further voucher allotments through Fair Share or Mainstream offerings. The WVHA is currently pursuing a potential VASH voucher allocation to further assist in serving our veteran population; particularly due to the potential of working with our local service providers and their homeless veteran's transitional housing program.
- B. Over the past five years, the WVHA has maintained an average occupancy rate of 98% in all of the agency's Public Housing units.
- C. Currently working to leverage Public Housing Disposition proceeds to acquire or build additional housing units in an effort to further meet the need for affordable housing within our jurisdiction.

Analyzing and evaluating opportunities for affordable housing acquisition or development through the Oregon Department of Housing & Community Services (OHCS), the Department of Housing & Urban Development (HUD), and any other financiers / grantors providing funds for such endeavors.

Showing support of the Polk Community Development Corporation (PCDC) in their endeavors to establish additional supportive and /or affordable housing within our jurisdiction.

Entered into partnership with Mountain West Investment Corporation for the planned development of 118 rental units, affordable at 60% AMI, to be built in Monmouth, Oregon.
-Project anticipated to be complete in 2020.

Working with another project developer, Wishcamper Development, in the prospect of building up to 150 rental units through an equity stake partnership with the potential of the WVHA project basing some of our HCV program vouchers.

- D. The pursuit of acquiring, or building, five Public Housing replacement units has been put on hold as the WVHA has been evaluating the prospect of repositioning its PH assets through HUD's Rental Assistance Demonstration (RAD) program.



WVHA's Goal: Improve the quality of assisted housing

Objectives:

- A. Maintain our high standards for management of the Public Housing Program: Retain our "High Performer" status and our Asset Management Approval Designation.
- B. Renovate or modernize public housing units: See Five Year Capital Fund Plan and evaluate possibility to leverage private funds to expedite renovation of public housing units.
- C. Demolish or dispose of obsolete public housing: Submit Demolition/Disposition Application to demolish one single-family house and to dispose of the land along with disposing of four other single-family houses.
- D. Provide replacement public housing multi-family units for the five units planned for disposition.
- E. Obtain five replacement vouchers to assist the families with relocation from the disposition of Public Housing units.
- F. Maintain our high standards for management of the Housing Choice Voucher Program: Retain our "High Performer" status.

Progress:

- A. The WVHA strives to maintain our high standards for management of the Public Housing and works to maintain "High Performer" status in the Public Housing Assessment Subsystem (PHAS) reviews. Over the past 5 years, the WVHA has been designated as a high performer in PHAS each year.
- B. The WVHA utilizes our Capital Fund Program (CFP) funds to preserve and maintain our Public Housing units for the long-term and have invested over 80% of all CFP monies directly into capital improvements.

CFP funds are also used to modernize our Public Housing units and make them similarly desirable within the overall housing market.

The WVHA has been in the process of evaluating the possibility of leveraging private funds and in June of 2019 entered into a contract with CVR Associates, Inc for their provision of consultation services as the WVHA makes the final determination on the potential repositioning of the agency's PH assets through HUD's RAD program.

- C. The WVHA demolished one single family home and disposed of four others with the last sale occurring in August of 2015.
- D. The WVHA has been in the process of evaluating how best to proceed with the monies garnered from the disposition of the 5, PH units. The proceeds from the sale have been invested in a restricted, interest-bearing account as the agency works through the process of establishing a comprehensive replacement plan.
- E. Replacement vouchers were received to assist the families needing relocation assistance as a result of the disposition of PH units.



- F. The WVHA strives to maintain our high standards for management of the Housing Choice Voucher program and works to maintain “High Performer” status in the Section 8 Management Assessment Program (SEMAP) reviews. Over the past 5 years, the WVHA has been designated as a high performer in SEMAP in 3 out of the 5 years. The WVHA’s most recent designation was established as troubled due to issues with reporting in PIC and Quality Control reviews for SEMAP submission. The WVHA is working on a comprehensive corrective action plan setting forth firm policies and procedures to ensure deficiencies are corrected.

WVHA’s Goal: Increase assisted housing choices

Objectives:

- A. Increase voucher payment standards to the 100% - 105% range and to encourage lease-ups without extra burden on families and to encourage families to lease up in lower poverty areas.
- B. Provide voucher mobility counseling: Encourage mobility to lower poverty areas within our funding limitations.
- C. Conduct outreach efforts to potential voucher landlords: Hold at least one landlord outreach event to address program changes, to market the program, etc.
- D. Continue periodic newsletters to the Section 8 landlords to provide program information and remind them of the different roles of WVHA, the landlord, and the tenant.
- E. Implement voucher homeownership program: Hope to implement voucher homeownership program for a very small number of families due to funding limitations from HUD.
- F. Evaluate the potential conversion of public housing to a project-based rental assistance program if one becomes available with a long-term contract arrangement.
- G. Work proactively with local governments, non-profit agencies, private industry and the local community development corporation (CDC) to help them understand the role of the Housing Authority and our programs, to encourage support for the Housing Authority’s programs and services, and to implement and to continue to press for the development of affordable housing and homeownership opportunities for low-income residents.

Progress:

- A. All of the WVHA’s voucher payment standards, with the exception of 4-bedrooms, are set at, or above, 100% of the applicable Fair Market Rent (FMR) in order to support success in voucher utilization and lease ups. Our briefing information includes area maps showing areas of higher poverty as opposed to areas of lower poverty and we encourage our program participants to look for housing in all areas and not just those areas with a higher rate of poverty.
- B. The WVHA had established mobility agreement with both the City of Salem HA and Marion County HA in 2015, but the City of Salem pulled away from the agreement in 2018. The WVHA still maintains a mobility agreement with Marion County, but both the WVHA and Marion County are in similar positions with lease-up success and the availability of rental units within our jurisdictions.



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The WVHA also allows the use of voucher portability at initial voucher issuance, so long as the applicant lived within our jurisdiction at the time of application, or needs to relocate as a reasonable accommodation.

- C. The WVHA put on a fair housing training for all of the area's landlords in December of 2016 and went over changes in the program, state law, and agency policy. Subsequently, we keep our landlords up to date with information we post on our Landlord Payment portal. Our most recent information posted is a video explaining the implications, and requirements as a result, of Oregon's Senate Bill 608 that was passed in April of 2019.

The agency works to ensure good relations with our landlords and continues to express our need for available rental units in order to further the success of our HCV program utilization.

- D. The WVHA has moved away from sending out newsletters and now uses the on-line information forum provided to us through the use of our Landlord Payments portal. The agency puts important information on this page, as well as, continuing to update our website to be reflective of current activities surrounding the HCV program.
- E. The WVHA has not moved forward with the homeownership voucher program. As another option, the WVHA administers a savings match program, through Community and Shelter Assistance's (CASA) Valley Individual Development Account (VIDA) program, for those participants with the goal of homeownership.
- F. The WVHA has worked through the process of getting the Board of Commissioners comfortable with the idea of moving away from the traditional, Public Housing program. The agency is currently in the process of performing a thorough feasibility analysis to convert our entire PH portfolio over to project based rental assistance properties through the use of HUD's Rental Assistance Demonstration program and or Section 18. Consultation is being provided by CVR Associates, Inc, under a contract we entered into in June of 2019.
- G. The WVHA has worked proactively with local governments, non-profit agencies, private industry and the local community development corporation (CDC) to help them understand the role of the Housing Authority and our programs, while encouraging support for the Housing Authority's programs. The agency's executive director was a member of the City of Dallas's Housing Needs Analysis planning group and has worked with several developers in soliciting interest in developing additional, affordable housing units.

Other Progress:

The WVHA established an agreement to administering up to five (5) housing assistance vouchers, within the WVHA's jurisdiction, on behalf of the Grand Ronde Tribal Housing Authority

WVHA's Goal: Provide an improved living environment

Objectives:

- A. Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Evaluate the distribution of incomes in public housing and implement measures if a family housing site becomes concentrated with lower income households. Currently no action needed.



- B. Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Evaluate the distribution of incomes in public housing and implement measures if a family housing site becomes concentrated with higher income households. Currently no action needed.
- C. Ensure the accessibility of public housing units and facilities in accordance with Section 504 requirements: Re-evaluate the needs of the residents for accessibility and include any identified needs in the Five-Year Capital Fund Plan.
- D. Work proactively with the public transportation systems to maintain current public transportation options for our residents.

Progress:

- A. The WVHA has continued to evaluate the distribution of incomes within our Public Housing developments. There is little change in the distribution and no, single property or development has become overly concentrated with lower income households.
- B. The WVHA has continued to evaluate the distribution of incomes within our Public Housing developments. We ensure there is access for lower income families to move into higher income developments. There is little change in the distribution and no, single property or development has become overly concentrated with higher income households.
- C. The WVHA has maintained focus on compliance with Section 504 and continues to make modifications as deemed necessary, or that have been requested as a reasonable modification. On-going improvement items are included in the Capital Fund planning process with funding earmarked for such purposes / needs.
- D. Public transportation systems are available to those properties within the transit district. The WVHA previously allowed the city buses to drive through our property and turn around, but the wear on the asphalt, and a string of complaints about noise and pollution, caused the WVHA to no longer allow such use. The bus stop is right along the sidewalk abutting this development' property.

Other progress:

The WVHA has established our Public Housing properties as "Smoke Free".

WVHA has established "Tenant Activity Groups" (TAG's) to promote the sense of community and encourage tenant participation in activities organized and facilitated by the tenant group.

The WVHA has installed video surveillance equipment to enhance the agency's project management and resident security.

WVHA's Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- A. Increase the number and percentage of employed persons in assisted families: Continue to work with the Polk Job & Career Center to provide tools and training to eligible clients.
- B. Provide or attract supportive services to improve assistance recipients' employability: Encourage services that promote education and job training.



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- C. Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- D. Encourage participation in programs through Northwest Senior & Disability Services agency to help families increase their independence.
- E. Market and encourage families to participate in the Valley Individual Development Accounts available to help leverage more asset building for our eligible clients.

Progress:

- A. The WVHA has worked to increase the percentage of employed persons in assisted families. This work is performed primarily through our Family Self-Sufficiency (FSS) Coordinator position. The agency has seen a slight decline in the number of participants in our program over the past two years, so the efficacy of this program is diminished, but our staff continue to work with the Career Center and will assist anyone interested in improving their, or their family's, economic independence.
- B. The WVHA's FSS coordinator works to wrap supportive services around individuals willing to work, but in need of additional education or training.
- C. The WVHA has worked with the Polk County Senior & Disability services to assist residents in need of additional services.
- D. The WVHA continues to encourage the use of services provided by the Northwest Senior & Disability Services (NWSDS) by our program participants. The involvement of NWSDS has prevented the potential eviction of at least 6 residents over the past, five years.
- E. The WVHA's FSS coordinator works to market the VIDA program to current, and prospective, FSS clients. The WVHA has added 5, new participants in the VIDA over the past 12 months.

WVHA's Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- A. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: Review all marketing materials and wait list procedures to ensure no adverse impact on any particular protected groups.
- B. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: Develop plans to address any problems/issues uncovered in the review of marketing materials and assist clients in addressing discrimination complaints by assisting them with completion of HUD's housing discrimination complaint form and through referrals to fair housing organizations.
- C. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Consider increasing the number of accessible units above the 5% regulatory requirement should residents and applicants demonstrate an increased need.

Progress:

- A. The WVHA continues to ensure equal access to assisted housing. All marketing materials have been reviewed and modified to ensure the area's predominant populations have the ability to read



them in their language. The agency utilizes language assistance services in order to communicate with any applicant, or participant, in need of translation services and posters are placed in all office areas allowing the individual to point to their specific language. All documentation, and communication, is reviewed to ensure there is no adverse impact on, or implicit bias against, any protected class.

- B. The WVHA remains responsive to claims of unfair treatment and works with complainants to resolve their concerns. If the matter is of a nature requiring greater response, staff direct individuals to the Fair Housing Council of Oregon or the Fair Housing and Equal Opportunity Office of HUD (FHEO). Discriminatory treatment by one resident, or group, against another is addressed by WVHA management and the appropriate course of action is taken against perpetrators.
- C. The WVHA has not undertaken any new development, or substantial rehabilitation, over the past 5 years. Accessibility will be a priority in any new development or substantial rehabilitation. The agency does work to make reasonable accommodations/modifications and undertook a substantial modification in February of 2019; wherein a bathtub was replaced with a roll-in shower and the kitchen cabinetry/countertop was reconfigured for a participant confined to a wheelchair.

WHVA's Goal: Improve communications between management and residents.

Objectives:

- A. Continue periodic newsletters to tenants to keep them abreast of happenings in their apartment community.
- B. Continue frequent notifications to residents during construction projects of progress, preparations needed, and any special conditions.
- C. Continue WVHA Survey of Residents to assess resident satisfaction.
- D. Promote development of resident participation in tenant associations and provide option of staff presence at tenant meetings if desired and requested.
- E. Continue periodic newsletters to Section 8 participants to make them aware of opportunities for family self-sufficiency and other opportunities such as mobility options to move closer to economic opportunities.

Progress:

- A. The WVHA has largely discontinued the use of periodic newsletters due to the cost associated with postage and the level of interest expressed by the residents. The agency does ensure documents are posted in common areas, as appropriate. The agency's new software program is developing a new, on-line tenant portal that will allow for the posting of important information through this forum as well. This portal is expected to be available by December of 2019.
- B. The WVHA continues to provide direct notification to residents regarding construction activities and the impacts those will have on the residents. Such notices are posted directly on the residents' doors or direct mailed; along with postings on common area bulletin boards.
- C. The WVHA has provided comment boxes at all of its office facilities.



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- D. WVHA has established “Tenant Activity Groups” (TAG’s) to promote the sense of community and encourage tenant participation in activities organized and facilitated by the tenant group.
- E. The WVHA has largely discontinued the use of periodic newsletters due to the cost associated with postage and the level of interest expressed by the participants. The agency periodically sends out direct mailings to Section 8 participants in an effort to elicit interest in the Family Self-Sufficiency (FSS) program and all opportunities are posted on front lobby bulletin boards.



Attachment B.4

SUPPORT OF THE VIOLENCE AGAINST WOMEN'S ACT (VAWA)

The WVHA fully supports, and complies with, VAWA by ensuring all, required notices of rights under VAWA are included in all application, enforcement, and program termination correspondence/paperwork. The following excerpt is from the agency's Admissions and Continued Occupancy Plan and relates to VAWA:

13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

This section addresses the protections against termination of tenancy that the Violence against Women Act of 2013 (VAWA) provides for public housing residents who are victims of domestic violence, dating violence, sexual assault, or stalking. For general VAWA requirements and WVHA policies pertaining to notification, documentation, and confidentiality, see section 16-VII of this ACOP, where definitions of key VAWA terms are also located.

VAWA Protections against Termination [24 CFR 5.2005(c)]

VAWA provides that no person may deny assistance, tenancy, or occupancy rights to public housing to a tenant solely on the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant, if the tenant or affiliated individual is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking [FR Notice 8/6/13].

VAWA further provides that incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking may not be construed either as serious or repeated violations of the lease by the victim or threatened victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence [24 CFR 5.2005(c)(1), FR Notice 8/6/13].

Documentation of Abuse [24 CFR 5.2007]

When an individual facing termination of tenancy for reasons related to domestic violence, dating violence, sexual assault, or stalking claims protection under VAWA, WVHA will request in writing that the individual provide documentation supporting the claim in accordance with the policies in section 16-VII.D of this ACOP. WVHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases WVHA will document the waiver in the individual's file.

Terminating or Evicting a Perpetrator of Domestic Violence

WVHA will bifurcate a family's lease and terminate the tenancy of a family member if WVHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the tenancy or program assistance of the remaining, nonculpable family members.



In making its decision, WVHA will consider all credible evidence, including, but not limited to, a signed certification (form HUD-5382) or other documentation of abuse submitted to WVHA by the victim in accordance with this section and section 16-VII.D. WVHA will also consider the factors in section 13.III.E. Upon such consideration, WVHA may, on a case-by-case basis, choose not to bifurcate the lease and terminate the tenancy of the culpable family member.

If WVHA does bifurcate the lease and terminate the tenancy of the culpable family member, it will do so in accordance with the lease, applicable law, and the policies in this ACOP. If the person removed from the lease was the only tenant eligible to receive assistance, WVHA must provide any remaining tenant a chance to establish eligibility for the unit. If the remaining tenant cannot do so, WVHA must provide the tenant reasonable time to find new housing or to establish eligibility for another housing program covered by VAWA 2013.

Additionally, our agency has an established preference for victims of domestic violence in the processing of our Housing Choice Voucher (HCV) applications. The following is the applicable excerpt from the WVHA's HCV Administrative Plan:

***-Victims of Domestic Violence** that have been victimized by a member of their family, or household, within the past 60 days, are referred by a domestic violence service entity, and have been, or will be, permanently displaced as a result of fleeing from their home shared with the perpetrator of the violence. As a condition of this preference, the applicant must attest that the abuser will not reside with the applicant unless the WVHA provides prior, written approval. The WVHA may approve of the return of the abuser to the assisted household only under the following conditions:*

*-The WVHA verifies the abuser has received some form of treatment that indicates the likelihood of the recurrence of violent behavior is minimal, **and**;*

-A counselor, therapist, or other appropriate professional recommends, in writing, the abuser be allowed to reside with the assisted family.

The WVHA works with local service providers in an effort to ensure current, or recent, victims of domestic violence, that are in a state of fleeing from the perpetrator, have the resource of an available voucher as soon as our agency can prepare the next pull from the waitlist, perform the eligibility process, and conduct the briefing.



Attachment B.5

“SIGNIFICANT AMENDMENT OR MODIFICATION”

In accordance with HUD regulations in 24 CFR 903.7 (r) and 24 CFR 905.3, the West Valley Housing Authority has defined below the basic criteria that will be used for determining: (i) substantial deviation from its 5-Year Plan; and (ii) significant amendment or modification to the 5-Year and Annual PHA Plans.

Prior to implementing changes meeting such criteria, the WVHA will submit, for HUD’s approval/consent, a revised plan meeting all public process requirements; including Resident Advisory Board review and consultation.

(i) Criteria for defining “Substantial Deviation” from the 5-Year Plan:

A major change in direction pertaining to the WVHA’s mission and goals would constitute a “substantial deviation” from the Agency’s 5-Year Plan. Examples include the undertaking of new program activities, development strategies, or financing initiatives that do not otherwise further the WVHA’s stated mission and goals as articulated in the 5-Year Plan.

(ii) Criteria for defining “Significant Amendment or Modification” to the 5-Year and Annual PHA Plans:

- Changes to rent, admission policies, or organization of the waiting list(s) in the Public Housing Program that will adversely impact more than 20% of applicants and/or households assisted under the Program.
- Changes to rent, admission policies, or organization of the waiting list(s) in the Housing Choice Voucher Program that will adversely impact more than 20% of applicants and/or households assisted under the Program.
- Substantial changes to demolition, disposition, designated housing, homeownership, or conversion activities identified in the current HUD-approved Annual or 5-Year Plan.

(iv) Exceptions:

- Changes under the above definitions that are required due to HUD regulations, federal statutes, state or local laws/ordinances, or as a result of a declared national or local emergency will not be considered substantial deviation or significant amendment/modification.
- Changes under the above definitions which are funded by any source other than federal funds will not require plan amendment or modification.