

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Small PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

**Resolutions B24-13 and B24-14**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  X  5-Year and/or  X  Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning  October 1, 2024  in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

903.7a Housing Needs

903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

903.7c Financial Resources

903.7d Rent Determination Policies

903.7h Demolition and Disposition

903.7k Homeownership Programs

903.7r Additional Information

A. Progress in meeting 5-year mission and goals

B. Criteria for substantial deviation and significant amendments

C. Other information requested by HUD

1. Resident Advisory Board consultation process

2. Membership of Resident Advisory Board

3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
- (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
- (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

The Housing Authority of the City of Bremerton  
PHA Name

WA003  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2025 - 2029

Annual PHA Plan for Fiscal Year 2025

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Jill Stanton

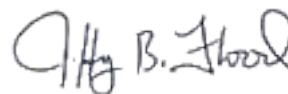
Name of Board Chairman: Jeffery Flood

Signature



6/24/24 Date

Signature



6/24/24 Date

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

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

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

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<p><b>PHA Name:</b> <u>The Housing Authority of the City of Bremerton</u> <b>PHA Code:</b> <u>WA003</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2024</u>  <b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> <u>2025-2029</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> 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><b>A public notice will be published in the Kitsap Sun informing the community of the locations for viewing hard copies of the plan, where to access online, how to submit comments, and the date, time and place of public meetings.</b></p> <p><b>The draft annual plan will be available for review at the following locations:</b></p> <ul style="list-style-type: none"> <li>• BHA Administrative Building at 600 Park Avenue, Bremerton, WA 98337</li> <li>• The Norm Dicks Government Center at 345 6<sup>th</sup> Street, Bremerton, WA 98337 – Second Floor</li> <li>• The Summit at Bay Vista at 4650 Bay Vista Boulevard, Bremerton, WA 98312</li> <li>• Charter House at 1307 Wheaton Way, Bremerton, WA 98310</li> <li>• Tamarack at 3511 Almira Drive, Bremerton, WA 98311</li> <li>• The Firs at 183 Russell Road, Bremerton, WA 98312</li> </ul> <p>The plan will be posted on the BHA website at <a href="http://www.bremertonhousing.org">www.bremertonhousing.org</a>.</p> <p>Each member of the Resident Advisory Board will receive an electronic copy of the annual plan for review and comment.</p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)					
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:					

**B. Plan Elements.** Required for all 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.

BHA provides high quality, stable and sustainable housing and related services to people who have limited financial means. Our work is to help our clients become economically self-sufficient and at the same time strengthen communities. We will use our public and private resources efficiently and effectively.

**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.

Residents and Participants Goal: We understand that customer satisfaction demonstrates a commitment to providing high quality and stable housing in alignment with BHA’s mission. Therefore, our objectives will ensure we have a robust way to gather information from our residents and program participants so we can understand, communicate, and fulfill their needs now and in the future.

- Objective 1: Understand and respond to the needs of residents and participants.
- Objective 2: Improve direct communication with residents and participants.
- Objective 3: Expand opportunities for residents and participants to connect digitally with BHA.

Partners and Advocates Goal: Sharing information about what we do is one of the most valuable ways we can build trust and create more opportunities to further our mission. By strengthening our community and stakeholder relationships, our programs will thrive.

- Build and maintain relationships with key advocates and partner organizations.
- Build and maintain relationships with property owners, management agents, and landlords.
- Increase the general public understanding and support for the BHA mission.

Financial Strength Goal: Not only does our financial sustainability support the long-term success of our mission, but it ensures those who rely on us will have continued support as long as they need it. Our objectives include maximizing the amount of rental assistance utilized in the community, updating the quality and viability of our housing portfolio, and protecting our existing revenue streams.

- Maximize the use of Housing Choice Vouchers.
- Increase the Quality and Viability of BHA-owned properties.
- Protect existing sources of funding and obtain new sources of funding.
- Achieve high performer status in HUD rating systems.
- Maximize the use of other funding designated for rental assistance and supportive services.
- Reduce unnecessary overhead costs.

Organizational Capacity Goal: We recognize engaged employees improve work culture, build better customer and work relationships, and ensure we deliver on our mission. We depend on a workforce that is sensitive to the needs of those we serve and to each other, has a strong connection to our agency mission as a whole, and understands the importance of properly protecting the information we hold.

- Enhance BHA’s ability to provide excellent customer service.
- Promote a more engaged and inclusive work environment.
- Continue to develop leaders within BHA.
- Continue to optimize data security measures in all areas.
- Streamline internal support processes.

<p><b>B.3</b></p>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Goal: Partner with Kitsap Mental Health Services to provide rental assistance using Project-Based Voucher program at the new Supportive Housing Complex due to be rent ready in 2021.</p> <ul style="list-style-type: none"> <li>The Bremerton Housing Authority has partnered with Kitsap Mental Health Services since 2021 to operate Pendleton Place, a new Supportive Housing complex in Bremerton that follows the Housing First model. BHA is the property manager and KMHS provides mental health and other services to the residents.</li> </ul> <p>Goal: Increase the services for residents to increase self-sufficiency and increase quality of the life by making more resources more readily available, increase outreach, and create resident opportunities through mentoring.</p> <ul style="list-style-type: none"> <li>BHA has developed a rental assistance and security deposit program which consists of multiple sources of funding. This assistance is used for people who are at risk of eviction or who need assistance to move into a new unit.</li> <li>BHA has partnered with a local church to provide fresh fruit and vegetables to residents once a month.</li> <li>BHA uses a monthly newsletter to inform residents of resources and services that are available. These include a mobile medical service, computer classes, access to the computer labs, and other things happening at each property. This includes semi-annual junk-removal days, shredding services, resource fairs, and other events.</li> <li>BHA has maintained its commitment to the Family Self-Sufficiency Program and recently modified the program to enable Public Housing residents to participate.</li> </ul> <p>Goal: Hold residents more responsible for lease compliance to decrease the amount of tenant-caused damage and increase tenant rent/damage collection so buildings can cashflow better.</p> <ul style="list-style-type: none"> <li>Property Management staff discuss the importance of renter’s insurance when orienting all new residents.</li> <li>Property Management staff are diligent about following the collections procedures and included expenses in the final disposition that are tenant-related expenses.</li> <li>Property Management works with the Community Connections Team to address compliance issues when management staff see an issue that may result in a lease violation. Community Connections helps the resident find resources for housecleaning, junk removal, and educational opportunities to ensure that the resident has the knowledge and skills to comply with the lease.</li> </ul> <p>Goal: Research the possibility of doing a “Voluntary Conversion” of BHA’s Public Housing units to Project-Based Voucher units.</p> <ul style="list-style-type: none"> <li>BHA has applied to HUD to reposition its public housing properties, and the application was approved. The first phase of the repositioning began in 2023 and continues. Closing is anticipated in late 2024 with rehabilitation of units beginning in 2025.</li> </ul> <p>Goal: Research and develop the possibility of creating a nonprofit to increase funding opportunities.</p> <ul style="list-style-type: none"> <li>BHA formed its non-profit, Sound Communities, in January of 2020. Since then, the non-profit has been used to accept monetary donations. BHA participates in the local Great Give program enabling donors easy access to donate. The non-profit is also used when requesting in-kind donations for BHA properties.</li> </ul>
<p><b>B.4</b></p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> 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.</p> <p>BHA has incorporated VAWA language throughout its Administrative Plan for Housing Choice Vouchers and Admissions and Continued Occupancy Policy for Public Housing. Policies include exceptions for VAWA in determining eligibility and when considering termination. VAWA information is provided to residents as required by the Act and HUD. When a resident requests a transfer due to a VAWA situation, BHA expedites that request and will convert the subsidy to HCV and port if needed.</p> <p>BHA has an MOU with the YWCA and a local organization, Scarlet Road, who supports victims of sexual exploitation. Both organizations have vouchers designated for referrals from their agencies to expedite the housing of their clients.</p>
<p><b>C. Other Document and/or Certification Requirements.</b></p>	
<p><b>C.1</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>BHA would consider an amendment or modification to the 5-Year Plan if there is a change in the development of units or unforeseen conditions or funding cuts which would impact BHA’s ability to maintain its programs or provide assistance to the people we serve.</p>
<p><b>C.2</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.3	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p><b>To Be Determined</b></p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1**

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

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

<b>Fair Housing Goal:</b>
<i>Describe fair housing strategies and actions to achieve the goal</i>
<b>BHA is not required to submit this information.</b>

<b>Fair Housing Goal:</b>
<i>Describe fair housing strategies and actions to achieve the goal</i>
<b>BHA is not required to submit this information.</b>

<b>Fair Housing Goal:</b>
<i>Describe fair housing strategies and actions to achieve the goal</i>
<b>BHA is not required to submit this information.</b>





June 24, 2024

**Statement of Significant Amendment/Modification to a CFP 5-Year Action Plan**

As required by CFR 905.300(b)(iii), the Bremerton Housing Authority will use the following criteria to determine when a significant amendment to the use of Capital Fund Program 5-Year Action Plan requires discussion with residents and the Board of Commissioners in a public hearing and HUD approval before proceeding:

- Addition of projects that interrupt utility and communication services such as water, sewer, electricity, heating and cooling, telephone, cable/internet, and elevator service.
- Addition of projects that are loud and disruptive or have high traffic or heavy equipment.
- Addition of projects that may have possible exposure to harmful substances such as lead, asbestos, chemical fumes or other noxious odors.
- Any alteration in the Capital Fund Program that affects an expenditure greater than 35 percent of the CFP Annual Budget for that year.
- Addition of new activities not included in any 5-Year Plan.

In addition to the criteria established by the Bremerton Housing Authority, a proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed-finance proposal is considered by HUD to be significant amendment to the CFP 5-Year Action Plan.

**Recommendation and Comments Received during the Public Hearing and Resident Consultation**

There were no recommendations or comments received during the public hearing or resident consultation.

Sincerely,

Jill Stanton  
Executive Director

Among the designated developments, BHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, BHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or co-head is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, BHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse effect on their admission or continued occupancy in public housing or their position or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

#### BHA Policy

BHA has designated elderly and disabled units. In the event a unit cannot be rented to designated population, BHA will offer the unit to the most appropriate applicant on the waitlist. New tenants will be asked to sign the “accessible unit occupied by household not needing unit feature” form.

#### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

BHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of BHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

BHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as ‘covered developments’ and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

#### **Steps for Implementation [24 CFR 903.2(c)(1)]**

To implement the statutory requirement to deconcentrate poverty and provide for income mixing

in covered developments, BHA must comply with the following steps:

Step 1. BHA must determine the average income of all families residing in all of BHA's covered developments. BHA may use the median income, instead of average income, provided that BHA includes a written explanation in its annual plan justifying the use of median income.

BHA Policy

BHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. BHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, BHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

BHA Policy

BHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. BHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low-income family. (Federal poverty level or 30 percent of median income, whichever number is higher).

Step 4. If BHA has covered developments having average incomes outside the EIR, BHA must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, BHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

A family has the sole discretion whether to accept an offer of a unit made under BHA's deconcentration policy. BHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under BHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, BHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

BHA Policy

For developments outside the EIR, BHA will take the following actions to provide for deconcentration of poverty and income mixing:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by BHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and BHA strategic objectives

#### **Order of Selection [24 CFR 960.206(e)]**

BHA's system of preferences may select families either according to the date and time of application or by a random selection process.

#### BHA Policy

Families will be selected from the waiting list, based on preference points. Among applicants with the same preference points, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by BHA.

When selecting applicants from the waiting list, BHA will match the characteristics of the available unit (unit size, accessibility features, unit type, unit set-aside requirements) to the needs of applicants on the waiting list. BHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

For each vacant unit, the next 3 to 5 applicants on the waiting list will be pulled and processed concurrently. Of those applicants, the applicant who completes the process first will be placed in the unit.

Tenants currently on the transfer list at properties will take precedence over applicants on the waiting list. See Chapter 12 for a full discussion of transfer procedures.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and BHA policy.

#### **4-III.C. NOTIFICATION OF SELECTION**

When the family has been selected from the waiting list, BHA must notify the family. [24 CFR 960.208].

### BHA Policy

BHA will notify the family by first class mail when it is selected from the waiting list.

The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview
- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation
- Documents that must be provided at the interview to document eligibility for a preference, if applicable
- Other documents and information that should be brought to the interview

If a notification letter is returned to BHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents BHA from making an eligibility determination; therefore no informal hearing will be offered.

### **4-III.D. THE APPLICATION INTERVIEW**

HUD recommends that BHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if BHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by BHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

### BHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to BHA.

The interview will be conducted only if the head of household or spouse/co-head provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

# Certification of Payments to Influence Federal Transactions

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

Public reporting burden for this information collection is estimated to average 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

The Housing Authority of the City of Bremerton

Program/Activity Receiving Federal Grant Funding

Housing Choice Voucher, VASH, FSS, ROSS, McKinney-Vento, TBRA, EHV, FYI, Stability Vouchers, FUP, LIHTC, PH

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jill Stanton

Title

Executive Director

Signature



Date (mm/dd/yyyy)

6/13/24

# Certification for a Drug-Free Workplace

**Public reporting burden.** Public reporting burden for this collection of information is estimated to average 0.25 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. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD is authorized to collect this information under the authority cited in the Notice of Funding Opportunity for this grant program. The information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. This information is required to obtain the benefit sought in the grant program. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552).

The Housing Authority of the City of Bremerton

Applicant Name

Housing Choice Voucher, VASH, FSS, ROSS, McKinney-Vento, TBRA, EHV, FYI, Stability Vouchers, FUP, LIHTC, PH

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

# Attached

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jill Stanton

Title

Executive Director

Signature

*Jill Stanton*

Date

6/13/24

X

form HUD-50070 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3



The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Administrative Office – 600 Park Avenue, Bremerton, Kitsap County, WA 98370

- Funding - Housing Choice Voucher, VASH, FSS, ROSS, McKinney-Vento, TBRA, EHV, FYI, Stability Vouchers, FUP, LIHTC, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Administrative Office – 345 6<sup>th</sup> Street, Bremerton, Kitsap County, WA 98370

- Funding - Housing Choice Voucher, VASH, FSS, ROSS, McKinney-Vento, TBRA, EHV, FYI, Stability Vouchers, FUP, LIHTC, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding:      Rental Assistance

Bay Vista Commons – 191 Russell Road, Bremerton, Kitsap County, WA 98312

- Funding - Housing Choice Voucher

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Bay Vista South – 265 Oyster Bay Road, Bremerton, Kitsap County, WA 98312

- Funding - Housing Choice Voucher, FSS, ROSS, LIHTC, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Bay Vista West – 265 Oyster Bay Road, Bremerton, Kitsap County, WA 98312

- Funding - Housing Choice Voucher, FSS, ROSS, LIHTC, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding:      Rental Assistance and Resident Services

Bay Vista Homes – Various Addresses on Russell Road and Sand Dollar, Bremerton,  
Kitsap County, WA 98312

- Funding - Housing Choice Voucher, VASH, FSS, EHV, FYI

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Casa Del Sol – 1015 Perry Avenue, Bremerton, Kitsap County, WA 98310

- Funding - Housing Choice Voucher, FSS, ROSS, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Charter House – 1307 Wheaton Way, Bremerton, Kitsap County, WA 98310

- Funding - Housing Choice Voucher, FSS, ROSS, PH



The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Shadow Creek – 3284 Rickey Road, Bremerton, Kitsap County, WA 98310

- Funding - Housing Choice Voucher, FSS, ROSS, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

The Summit at Bay Vista – 4650 Bay Vista Boulevard, Bremerton, Kitsap County, WA 98312

- Funding - Housing Choice Voucher, FSS, ROSS, LIHTC, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Tara Heights - Tara Court and Magnolia Drive, Bremerton, Kitsap County, WA 98312

- Funding - Housing Choice Voucher, FSS

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding: Rental Assistance and Resident Services

Winfield – 2323 Winfield Avenue, Bremerton, Kitsap County, WA 98312

- Funding - ROSS, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding:        Rental Assistance and Resident Services

Wright Court – East 31<sup>st</sup> and Wright Avenue, Bremerton, Kitsap County, WA 98310

- Funding - Housing Choice Voucher, FSS, ROSS, PH

The Housing Authority of the City of Bremerton  
600 Park Avenue  
Bremerton, WA 98370

Program/Activity Receiving Funding:        Rental Assistance and Resident Services

Pendleton Place – 5454 Wheaton Way, Bremerton, Kitsap County, WA 98312

- Funding - Housing Choice Voucher, VASH, FSS, McKinney-Vento, LIHTC