

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

WA006V01

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: *Housing Authority of the City of Everett, WA*

PHA Number: *WA006*

PHA Fiscal Year Beginning: *July 1, 2000*

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices Bakerview, Grandview, Pineview
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

MISSION STATEMENT – The Commissioners and staff of the Everett Housing Authority are dedicated to providing clients with decent, safe and affordable housing and have established goals aimed at improving client quality of life within budgetary restrictions.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: ***Increase the supply of Section 8 vouchers by 300 units over the five year period.***
 - Reduce public housing vacancies: Maintain the current vacancy rate (less than 2%)
 - Leverage private or other public funds to create additional housing opportunities: ***Seek out Tax Credit Funds or bonds to create additional housing***
 - Acquire or build units or developments: ***Purchase existing units or build at least 40 units at Jade Park over the next five years***

- Other (list below)
Seek partnerships with other agencies and local government to pool leverage an/or apply for funds to acquire, build or rehabilitate additional housing
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) ***Maintain High Performing Housing Authority Status***
- Improve voucher management: (SEMAP score) ***Manage the EHA tenant-based program in an efficient and effective manner thereby qualifying as a high performer under SEMAP.***
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: ***Modernize 60 units in Grandview in five year period***
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards: ***Maintain payment standards at adequate levels as permitted by HUD and as warranted by market conditions.***
- Implement voucher homeownership program: ***Begin at least a pilot effort program for ownership for Voucher participants.***
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Convert two three bedroom public housing units into one six bedroom unit to expand resources for very large families.

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
- Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
 - *Support existing resident councils in the public housing neighborhoods.*
 - *By Resolution make the Resident Advisory Board a continuing board and meet with it on a regular basis.*
 - *Strive to support the Americorp program which provides tutoring and recreational opportunities for youth in public housing developments through year 2002*
 - *Strive to continue to provide Service Coordination to disabled and senior tenants in the Bakerview community and to Section 8 tenants participating in the Hope for the Elderly Independence program.*
 - *Strive to support the provision of nurse consultation services at Bakerview.*

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the Public Housing number and percentage of employed persons in assisted families: *Increase non- elderly- non- disabled families who have some earned income by 25% over 5 years.*
 - Provide or attract supportive services to improve assistance recipients' employability:
 - *Provide supportive services during the 5 year period for 575 Welfare to Work Voucher program participants and those involved in the Section 8 set asides listed on page 22 of the Annual Plan.*
 - *Provide self-sufficiency planning and support to the required number of FS-S participants.*
 - *Provide tutoring and recreational opportunities at least 100 youth's in Grandview and Pineview developments each year.*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. *EHA will strive to make service coordination available to disabled and senior residents in the Bakerview community and to Section 8 tenants participating in the HOPE for Elderly Independence program.*
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: ***Update Affirmative Action mailing list on an annual basis. Review agency marketing literature in year 2000 for compliance with Equal Opportunity regulations and develop procedure for compliance review and approval of publicity materials on an ongoing basis.***
 - 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: ***Create one six bedroom unit to accommodate large families.***
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)
 - ***Operate in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing.***
 - ***Ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.***
 - ***Develop and partnership with Disability Resources and other agencies providing services to the disabled to enhance information and referral services concerning housing services provided by EHA.***
 - ***Periodically review agency publicity and marketing literature as well as working documents for compliance with applicable Equal Opportunity requirements.***
 - ***Create a central file and document requests for reasonable accommodations and EHA's efforts to make reasonable accommodation.***

Other PHA Goals and Objectives: (list below)

WA006V01

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

NA

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- (WA006a01/b01) Admissions Policy for De-concentration
- (WA006c01) FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- (WA006h01) PHA Management Organizational Chart
- (WA006e01/ a and b) FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- (WA006f01) Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - (WA006d01) Substantial Deviation Statement
 - (WA006k01) Certifications
 - (WA006g01) Final Response to Public Comments
 - (WA006i01) Resolution to Increase Commissioners
 - (WA006j01) Procedures to Appoint Commissioner

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans Exhibit 1
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans Exhibit 1
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is	5 Year and Annual Plans Exhibit 3

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs Exhibit 4
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources; Exhibit 5
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies Exhibit 6
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies Exhibit 7
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies Exhibit 8
X	2. Documentation of the required deconcentration and income mixing analysis	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination Exhibit 9
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination Exhibit 9
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination Exhibit 9
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance Exhibit 10
	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Procedures Exhibit 11
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures Exhibit 12
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs Exhibit 13
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs Exhibit 13
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership Exhibit 14
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency Exhibit 15
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency Exhibit 6 or 7
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Other supporting documents (optional) Resident Involvement (list individually; use as many lines as necessary)	Exhibit 17
X	Public Review and Comment	Exhibit 18
X	Everett Housing Authority's Response to Comments	Exhibit 19
X	Statement of Substantial Deviation	Exhibit 20

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Bud

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2490	5	5	4	4	4	3
Income >30% but <=50% of AMI	2124	5	5	3	4	4	3
Income >50% but <80% of AMI	1414	3	3	2	4	2	3
Elderly	1137	5	4	3	3	3	3
Families with Disabilities	1032	5	5	4	5	4	5
African/American	132	5	5	4	4	4	4
Hispanic	160	5	5	4	4	4	4
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Disability Resource Center, a local non-profit agency providing information and referral services and advocacy for disabled persons. The consultant firm providing the City of Everett assistance in the development of the City’s Consolidated Plan consulted with the Disability Resource Center a local non-profit agency providing information and referral services and advocacy for disabled persons, and other community based agencies on housing needs to conduct this analysis.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	310		
Extremely low income <=30% AMI	259	83%	
Very low income (>30% but <=50% AMI)	43	14%	
Low income (>50% but <80% AMI)	8	3%	
Families with children	152	49%	
Elderly families	96	31%	
Families with Disabilities	62	20%	
Race/ethnicity-White	277	89%	
Race/ethnicity-Black	14	5%	

Housing Needs of Families on the Waiting List			
Race/ethnicity-American Indian	4	1%	
Race/ethnicity-Asian	15	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	187	60%	28
2 BR	64	21%	47
3 BR	21	7%	41
4 BR	9	3%	4
5 BR	1	0%	0
5+ BR	28	9%	2
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	643		
Extremely low income <=30% AMI	564	88%	
Very low income (>30% but <=50% AMI)	74	11%	
Low income (>50% but <80% AMI)	5	1%	

Housing Needs of Families on the Waiting List			
Families with children	442	69%	
Elderly families	117	18%	
Families with Disabilities	84	13%	
White	564	87%	
Black	37	6%	
American Indian	5	1%	
Asian	37	6%	
Hispanic	29		
HUD Non-Hispanic	611		
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

The Everett Housing Authority will seek to operate its housing programs in a manner that is responsive to the community’s housing needs and individuals on the programs waiting lists. It will maintain its waiting list in a manner compliant with Fair Housing and non-discrimination regulations and provide information to housing applicants about appropriate housing alternatives. The Everett Housing Authority will aggressively seek partnerships and funds which will positively impact the community’s resources. It will collaborate with the City of Everett to take every opportunity to assist the city in developing housing stock or resources. The Everett Housing Authority will diligently seek partnerships and new resources to maintain existing and to develop new programs which will help tenants and participants obtain self-sufficiency. In addition applicants will through the Welfare to Work Program be provided with community referral information which can assist them in taking advantage of other kinds of assistance

available in the community which may enhance the family's ability to achieve and maintain economic self-sufficiency.

These strategies have been identified as a result of the agency plan development process. Comments from the public hearings, the Resident Advisory Board, conversations with city personnel and officials, staff discussions and Commissioner workshops have all contributed to the development of these strategies.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

- *Facilitate preservation of existing Section 8 and project based developments.*

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work *for public housing residents*
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work *for public housing residents*
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
 - Apply for special-purpose vouchers targeted to the elderly, should they become available
 - Other: (list below)
- Endeavor to:

- *Continue to operate the HOPE for the Elderly Independence Program;*
- *Continue to implement the Service Coordinator grant for Service; Coordination through June and solicit any funding make available by HUD to continue the program and/or to seek other sources of applicable continuance funding;*

- *Continue to support the nurse consultation program at Bakerview.*

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

- *Develop partnership with Disabilities Resources to enhance information and referral information concerning EHA's housing resources.*

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units *by providing appropriate information during briefings.*
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

- *Review agency publicity, marketing and documents for compliance with all applicable Equal Opportunity requirements.*

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	400,000	
b) Public Housing Capital Fund	1,050,000	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	12,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	40,000	
h) Community Development Block Grant	-0-	
i) HOME	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Hope for Elderly Independence	130,000	Section 8 Supportive Services
3. Public Housing Dwelling Rental Income	1,500,000	Public Housing Operations
4. Other income (list below)		
4. Non-federal sources (list below)		
Investment Income	100,000	Public Housing Operations
Total resources	15,220,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) ***EHA contacts between 5 and 20 applicants, approximately four to five weeks in advance to update and verify application information.***

- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- **Home visits - inspection of applicant's residence**
- **Falsified application information**

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) **Currently EHA does not routinely run a FBI check on each applicant. However, if criminal records from local or state law enforcement agencies reveal criminal activity that indicates additional information from the FBI would be useful in making eligibility determination, a FIB record check will be conducted.**

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list: **Within the single community wide waiting list, distinctions are made for those seeking wheelchair accessible units and for those seeking tenancy in EHA's senior and disabled High-Rise.**
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

NA

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One: ***EHA does not consider an applicant who rejects an offered dwelling with good cause to have been offered a unit. Good Cause is defined as;***
 - ***The unit offer was not of the proper size and type;***
 - ***The unit contains lead-based paint;***
 - ***Applicant is unable to move at the time the unit was offered due to illness and documented by a physician or a court verifies the applicant is serving on a jury; and***
 - ***Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, nation origin, or language, such as making employment or day care facilities inaccessible and the applicant presents clear evidence with substantiates this to EHA's satisfaction.***
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

- ***Handicapped unit requested and the unit is occupied by an individual without a disability;***
- ***Voluntary Transfers will be approved based solely on EHA's vacancy rate and waiting list. EHA will approve not more than six voluntary transfers each year, in order of the original date of the request for the transfer. Tenants who have been delinquent in rent more than once in the preceding twelve months or who have failed to pass an inspection shall have their request for transfer rejected.***

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- *Veteran status - applicants who are either veterans of the military service of the United States or who have been discharged or released under conditions other than dishonorable or the un-married spouse of a service person killed while in the active military service of the United States;*
- *Displaced status - applicants displace by governmental action or a natural disaster.*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time (2)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- *Veteran status (1)*
- *Involuntary Displacement (1)*

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) De-concentration and Income Mixing – See supporting documents #8 De-concentration Review and analysis of Public Housing.

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 - Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
 - List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

· EHA rejects applicants who owe a debt to EHA or any other Housing Authority as the result of participation in a rental assistance program or who have been evicted from an EHA program or the program of another Housing Authority.

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source). Currently EHA does not routinely run a FBI check on each applicant. However, if criminal records from local or state law enforcement agencies reveal criminal activity that indicates additional information from the FBI would be useful in making eligibility determination, a FBI record check will be conducted.
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

· Name, address, and phone number of the previous landlord.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 - None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- *Extensions must be requested in advance of the 60-day period. Extensions will be give up to 120 days if the extension meets the following criteria;*
- *The family must document good faith efforts to find housing and demonstrate that an extension would likely result in successfully finding housing.*

Extensions will be granted as a reasonable accommodation of a disability.

(4) Admissions Preferences

- a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing

- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- *Partnering in cooperating programs: Welfare to Work, Rental Rehabilitation, Project Self-Sufficiency, Emergency Housing, Mentally and Developmentally Disabled, Terminally Ill, and HOPE for the Elderly. Preference for persons in this category is limited to a specified number of applicants as determined from time to time by the Board of Commissioners.*
- *Current rent in excess of 30% of gross monthly income.*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time (3)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- **Partnership - Welfare to Work (1)**
- **Rent in excess of 30% of gross monthly income (2)**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

- **EHA utilizes a drawing (lottery) random choice technique for initial applications received when reopening the waiting list after it has been closed for an extended period of time.**

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) NA

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

- **Set Aside Programs - agencies administering the programs provide reference materials on policies governing eligibility, selection and admissions;**
- **The HOPE for the Elderly Independence Program provides reference materials to the public about its services and how to access the program;**

- *Partners with the Welfare to Work Vouchers to distribute reference materials regarding the program qualifications.*

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)

- *Newspapers, letters to various agencies, letters to people on the waiting list, appropriate newsletters, and brochures.*

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

NA

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

· ***EHA requires families to report, within five days of the date of a change the following:***

- 1. Changes in the household size;***
- 2. Acceptance of employment after being unemployed;***
- 3. Acceptance of full-time employment or a second job after being employed on less than full-time basis; and***
- 4. Receipt of new income or benefit not currently being received (pension, Social Security, SSI, Public Assistance, Child Support, Unemployment Compensation, etc.).***

· ***In addition a tenant has the option of reporting any reduction in income or increase in deductions at any time.***

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

Dupre & Scott Apartment Rent Study

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
 - **100% for zero bedroom; 110% for all other bedroom sizes**
- Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
 - **Rates in the current community rental market**
 - **Vacancy rates**
 - **Budgetary implications**

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	

1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals

- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting	Access (development office / PHA main office /	Eligibility (public housing or section 8

		list/random selection/specific criteria/other)	other provider name)	participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications *See Attachment (WA006GV1)*

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

New Form

16. Fiscal Audit *Get from AI*

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment **WA006EV1**
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)
- **The Housing Authority had ongoing dialogue with the Resident Advisory Board and many recommendations were incorporated into operating policy for public housing and the Section 8 program.**
 - **The Everett Housing Authority acted on the Resident Advisory Board's recommendation to make it a standing committee.**
 - **See attachment WA006EV1 for additional agency response to the Resident Advisory Board's recommendations.**

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 Representatives of all PHA resident and assisted family organizations
 Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *The City of Everett*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- **The 2000-2004 City of Everett Housing and Community Development Consolidated Plan was developed in close cooperation with the Housing Authority of the City of Everett as it developed its own agency plan. The strategies and objectives in the Consolidated Plan subsume those in the agency plan and the City Plan is committed to continuing the availability of HUD CDBG funds on a competitive basis for the eligible Authority activities subject to City Council approval.**

Other: (list below)

- **The City of Everett and the Everett Housing Authority held a joint public hearing on September 16, 1999 to receive public input into the Consolidated Plan and the Everett Housing Authority's Agency Plan. The City of Everett, the Everett Housing Authority, Snohomish County, and the Housing Authority of Snohomish County collaborated in planning and conducting their public hearing process and the development of their Consolidated Plans and the Housing Authorities Agency Plans. The City of Everett's Consolidated Plan is incorporated into the Snohomish County Consolidated Plan and the Everett Housing Authority's Agency Plans' goals and objectives are encompassed in the City of Everett's Consolidated Plan..**

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Certifications

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

EVERETT HOUSING AUTHORITY

ECONOMIC DECONCENTRATION ANALYSIS AND POLICY

In an effort to measure the equitable assignment of families among public housing developments the Everett Housing Authority categorized family incomes by bedroom size and conducted a comparison between like bedroom sizes at different developments. Family size affects annual income thus bedroom size correlates to income. (See Chart 1) Therefore, the only accurate comparison of incomes across housing developments is a comparison of units with the same number of bedrooms. Because each development differs considerably in respect to the number of units and bedroom sizes, the developments were compared both to each other and to the total population of a given bedroom size. (Example Pineview 2-bedroom units vs Grandview 2-bedroom units vs. total population of 2-bedroom units.)

CHART 1: INCOME DISTRIBUTION BY BEDROOM SIZE

Bedrooms	Median Income	Mean	Standard deviation	Mean + 1	Mean – 1
Total Population	9302	11567	6510	18077	5057
0 beds	6708	7831	2692	10523	5139
1 beds	6708	7483	2563	10046	4920
2 beds	10524	12355	6419	18774	5936
3 beds	14207	15375	7704	23079	7671
4 beds	17467	17347	4927	22274	12420
6 beds	112900	14180	3507	17687	10673

When graphed, the frequency of incomes in public housing takes on a relatively normal bell shape. Therefore, it is appropriate to use the mean income plus and minus 1 standard deviation to establish a range of incomes that accurately represents the majority of a population.*

The median (middle number) and mean (average) annual income was calculated for each category of bedrooms at each development. To determine if they are indeed alike, an examination was done to see if the range of income at other developments overlaps the mean and median incomes of the development in question and vice versa.

In a normal distribution, the Median and Mean incomes at different developments will fall within the range established for the total population plus and minus 1 standard deviation. Equally, the Median and Mean incomes of each population falls within the range of income of all other like populations.

The figures for total population or total bedroom sizes are shown in the first row of each table. The following Charts illustrate the comparisons.

CHART 2: ALL DEVELOPMENTS WITHOUT REGARD TO BEDROOMS

Development	Median Income	Mean	Standard deviation	Mean + 1	Mean – 1
Total Population	9302	11567	6510	18077	5057
Grandview	11906	13219	6275	19494	6944
Pineview	13728	14050	7275	21325	6775
Baker heights	8990	11104	6492	17596	4612
Baker View	7033	8499	3533	12032	4966

Scattered Sites	16058	17628	8605	26233	9023
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This comparison of all units in between each development without regard to bedroom size shows relatively close concentrations of income. In other words, the Median and the Mean income for every development fall within the range for the general population plus and minus one standard deviation. This occurs even without adjusting for bedroom sizes! Units included under the Scattered Sites development actually represent 44 single family and duplex units purchased under three separate public housing project contracts and located throughout the community. They are not, therefore, a single development in one geographical area. Under the Housing Authority's policies, these units are frequently rented to existing public housing tenants who have demonstrated an ability and willingness to maintain the interior and exterior of their homes in above-average condition. In addition, these are the Authority's only units not constructed under HUD's development controls. This means they are significantly larger than the other units and have normal amenities. Finally, HUD generally limited units purchased under this program to be three bedrooms or larger. This has tended to result in larger families residing in the Scattered Site units. Despite these legitimate conditions which would be expected to result in the tenants of these units not being reflective of the Housing Authority's general tenancy, the Median and Mean income for the Scattered Sites still fall within the standard deviation.

Although this analysis clearly shows that an inappropriate income distribution does not exist even without adjusting for bedroom size, the following charts which are presented for each bedroom size are provided for the purpose of having an accurate record. In fact, it is this evaluation for each bedroom size that provides the only accurate evaluation of the Authority's situation, since as demonstrated in Chart 1, income is a function of the number of bedrooms in a unit.

CHART 3: INCOME DISTRIBUTION FOR 1 BEDROOM UNITS

Bedrooms 1	Median Income	Mean	Standard deviation	Mean + 1	Mean - 1
Total Population 1 beds	6708	7483	2563	10046	4920
Baker heights	6701	7743	2705	10448	5038
Baker View	9264	8616	1088	9704	7528

CHART 4: INCOME DISTRIBUTION FOR 2 BEDROOM UNITS

Bedrooms 2	Median Income	Mean	Standard deviation	Mean + 1	Mean - 1
Total Population 2 Bedrooms	10524	12355	6419	18774	5936
Grandview	10500	11677	5863	17540	5814
Pineview	8652	10290	5198	15488	5092
Baker Heights	10656	12782	6965	19747	5817
Baker View	15576	14610	5816	20426	8794
Scattered Sites	13380	13380	4055	17435	9325

CHART 5: INCOME DISTRIBUTION FOR 3 BEDROOM UNITS

Bedrooms 3	Median Income	Mean	Standard deviation	Mean + 1	Mean – 1
Total Population 3 Bedrooms	14207	15375	7704	23079	7671
Grandview	11779	13575	6894	20469	6681
Pineview	17724	18747	7100	25847	11647
Baker Heights	14028	14879	8115	22994	6764
Scattered Sites	15329	17650	8544	26194	9106

CHART 6: INCOME DISTRIBUTION FOR 4 BEDROOM UNITS

Bedrooms 4	Median Income	Mean	Standard deviation	Mean + 1	Mean – 1
Total Population 4 Bedrooms	17467	17347	4927	22274	12420
Grandview	17467	16691	4355	21046	12336
Pineview	12801	12801	5698	18499	7103
Scattered Sites	22916	21159	5110	26269	16049

With two exceptions, the Median and Mean Income for each development falls within the standard deviation plus and minus 1 for the entire population of that bedroom size and for the units of that size grouped together in every other development. Both exceptions stem from including a senior/disabled highrise in with the family developments. In the first, the Median and Mean incomes for all one-bedroom units do not fall within the standard deviation for the Bakerview one-bedroom units. This reflects the fact that the Housing Authority only has two developments with one-bedroom units. In Baker Heights, one bedroom units are available to single persons or to couples. The corresponding average family size for the one-bedrooms is 1.1 persons. In the Bakerview Highrise, most of the units are studios. For management purposes, one-bedroom units in this building are limited, upon initial occupancy, to couples. The corresponding average family size for the one-bedrooms in Bakerview is 1.8 persons. Bakerview is located adjacent to Baker Heights and the occupancy differences are self-selected: a majority of applicants have strong opinions regarding whether they want to be in an 8-story highrise as opposed to a ground-entry building with its own yard. The second exception is that the Median Income for the Pineview 2-bedroom units falls outside the standard deviation plus and minus 1 for the Bakerview one bedroom units. Again, there is a significant difference in the family sizes for these units. Pineview is a family development and the average size of its families in 2-bedroom units is 2.9 persons. Bakerview is the senior/disabled highrise; the average family size for its 2-bedroom units is 2.0 persons. In both of these cases, the exceptions are directly related to family size differences which are appropriate given the different populations served by the developments.

Charts are not provided for efficiency (zero-bedroom) units nor for six-bedroom units. The former omission reflects the fact that only one development (the Bakerview Highrise) includes efficiencies. The latter omission is because the Authority only has four 6-bedroom units located in two developments. The figures for so few units are not meaningful (although they do, in fact, fall within the standard deviation plus and minus one.

CONCLUSION

This analysis shows clearly that there are no examples of public housing developments owned and managed by the Everett Housing Authority in which family income groups are other than what would be expected in a random placement. This reflects the Authority's long-term (and continuing) policy of maintaining a single waiting list and placing families from the waiting list in the next available unit. In offering units, a prospective family's income is not considered any more than its race, religion, or disability. Each development is reflective of the Authority's overall tenant population as adjusted for bedroom sizes.

*Empirical rules for frequency distribution taken from 1st Course Statistics, 6th Edition, Prentice Hall 1997. state that for mound (bell)shaped and symmetric data:

1. 68% of a sample population should fall within 1 standard deviation of the mean.
2. 95% of a sample population should fall within 2 standard deviation of the mean.
3. 99.7% of a sample population should fall within 3 standard deviation of the mean.

RESOLUTION 863

The following Resolution was introduced by Commissioner Dorsey, read in full and considered:

**RESOLUTION ESTABLISHING DECONCENTRATION POLICY
FOR THE LOW RENT PUBLIC HOUSING PROGRAM**

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires housing authorities to develop de-concentration policies for public housing developments; and

WHEREAS, the Housing Authority of the City of Everett desires to establish such a de-concentration policy;

NOW THEREFORE, BE IT RESOLVED by the Housing Authority of the City of Everett:

Section 1. The Housing Authority intends to maintain a single waiting list for its public housing programs and not to utilize site-specific waiting lists.

Section 2. The Housing Authority will comply with the requirements of the Quality Housing and Work Responsibility Act of 1998 relating to de-concentration of poverty in its public housing developments.

Section 3. Current data available to the Authority indicates that all of the Authority's developments reflect a similar income makeup. To confirm this evaluation, the Authority will immediately undertake an evaluation of resident characteristics within its developments and the comparative situation among developments and between developments and the surrounding communities.

Section 4. To the extent that current data indicates the need for corrective action, the Authority will consider possible actions such as skipping names when placing applicants from the waiting list in order to achieve goals for income ranges, and affirmatively marketing housing to all eligible income groups.

Section 5. The Housing Authority will undertake the analysis of its public housing residents' incomes, application incomes, and neighboring communities; economic conditions annually hereafter and develop appropriate strategies should future analysis indicate potential concerns.

Section 6. In taking any actions developed in reponse to this de-concentration policy, the Authority will not act in a manner that discriminates in violation of the Fair Housing Act, the Civil Rights Act, or the American with Disabilities Act.

DATED this 28th day of June, 1999.

Commissioner _____ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner _____ and upon roll call the "Ayes" and "Nays" were as follows:

AYES

Nays

The chair thereupon declared said motion carried and said resolution adopted.

Chair, Board of Commissioners

ATTEST:

Secretary

Part 1: Summary: The dollars are linked to the spreadsheet in Part 2 by Account Number

Part 2: By Development: The dollars are linked to the spreadsheet in part 2 by Account Number.

Part 2: By Account Number: The dollars are linked to the spreadsheets for the obligated and expended spreadsheets for individual work items.

Annual Statement / Performance and Evaluation Report

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

Capital Fund Program

Part 1: Summary

PMB Approval No. 2577-0157 (7/98)

Housing Authority Name: Housing Authority of the City of Everett		Comprehensive Grant Number WA19P006501-00		FFY of Grant Approval 2000	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement/Revision Number _____ <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _____			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 94,760.00	\$ -	\$ -	\$ -
4	1410 Administration	\$ 103,500.00	\$ -	\$ -	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 65,453.00	\$ -	\$ -	\$ -
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 77,418.00	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ 576,609.00	\$ -	\$ -	\$ -
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 19,600.00	\$ -	\$ -	\$ -
12	1470 Nondwelling Structures	\$ 72,000.00	\$ -	\$ -	\$ -
13	1475 Nondwelling Equipment	\$ 11,500.00	\$ -	\$ -	\$ -
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1495.1 Relocation Cost	\$ 2,000.00	\$ -	\$ -	\$ -
16	1490 Replacement Reserve		\$ -	\$ -	\$ -
17	1498 Mod Used for Development		\$ -	\$ -	\$ -
18	1502 Contingency (may not exceed 8% of 19)	\$ 26,000.00	\$ -	\$ -	\$ -
19	Amount fo Annual Grant (Sum of lines 2-19)	\$ 1,048,840.00	\$ -	\$ -	\$ -
20	Amount of line 19 Relatd to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Compass	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
6002: Grandview	A&E Fees for Major Interior Renovation	9	1430	1	\$ 3,000.00	\$ -	\$ -	\$ -	Architectural services needed during renovation phase. Continued contract with Stickney, Murphy Romine.
6002: Grandview	Major Interior Renovation	1	1460	12	\$ 527,659.00	\$ -	\$ -	\$ -	Major renovation work to appx 12 units, to be completed by general contractor or by force account labor. Work to include the following: wall insulation, ceiling insulation, chimneys, fire extinguishers, wall and ceiling construction, floor construction, wall and ceiling finishes, resilient flooring, doors and frames, kitchen floor, asbestos flooring abatement, kitchen wall ceiling surfaces, cabinet/counters/sink, bath wall ceiling surfaces, bath tile vinyl floor, bath resilient flooring, bath fixtures, bath fans, bath accessories, bath vanities, 1/2 bath fixtures/bath fans/accessories/vanities, hot water heater, thermostats, electric service/panel/wiring/electrical wiring, smoke/fire detectors, firewalls/draftwalls in attics and storage areas, carbon monoxide detectors, plumbing upgrade, window coverings. Fire Extinguishers, hot water heaters Phase I: sidewalks, steps and ramps throughout the site, includes handrails as needed. Repair retaining wall, replace barrier fence on retaining wall
6002: Grandview	Paved walks and surfaces	104	1450	Preliminary Cost	\$ 4,000.00	\$ -	\$ -	\$ -	
6002: Grandview	Steps and Ramps	106	1450	75	\$ 25,000.00	\$ -	\$ -	\$ -	
6002: Grandview	Retaining Wall and Fencing	108	1450	Preliminary Cost	\$ 10,000.00	\$ -	\$ -	\$ -	
6002: Grandview	Appliance Replacement	412 413	1465	12	\$ 9,600.00	\$ -	\$ -	\$ -	Appliance Replacement during modernization
6002: Grandview	Hot Water Tank Replacement	433	1465	12	\$ 10,000.00	\$ -	\$ -	\$ -	Hot water tank replacement during modernization.
SUB-TOTAL FOR 6002: GRANDVIEW HOMES					\$ 589,259.00	\$ -	\$ -	\$ -	
6003: Bakerview	Paved walks and surfaces	104	1450	4700 Square Feet	\$ 19,975.00	\$ -	\$ -	\$ -	Increase paved areas at south entrance including garden walkway
6003: Bakerview	Fencing	107	1450	100 Linear Foot	\$ 2,000.00	\$ -	\$ -	\$ -	Privacy fencing for resident recreation area
6003: Bakerview	Retaining Walls	108	1450	100 Linear Foot	\$ 11,443.00	\$ -	\$ -	\$ -	Build retaining walls to support re-grade for resident recreation area
6003: Bakerview	Fixed Furniture	111	1450	1 Set	\$ 3,000.00	\$ -	\$ -	\$ -	Install and/or build covered and uncovered attached seating and tables for resident recreation area
6003: Bakerview	Irrigation Systems	123	1450	Preliminary Cost	\$ 2,000.00	\$ -	\$ -	\$ -	Investigate existing irrigation system for possible repairs
SUB-TOTAL FOR 6003: BAKERVIEW APARTMENTS					\$ 38,418.00	\$ -	\$ -	\$ -	
6004: Pineview	Wood/Vinyl/Aluminum Walls	204	1460	6	\$ 48,950.00	\$ -	\$ -	\$ -	Investigate moisture issues in walls and repair as necessary, paint entire community in coordinating colors.
SUB-TOTAL FOR 6004: PINEVIEW APARTMENTS					\$ 48,950.00	\$ -	\$ -	\$ -	

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Component	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
Agency Wide: Management Improvements	Develop Central Procurement	60	1408	1	\$ 5,000.00	\$ -	\$ -	\$ -	Phase I: Develop central contracting through development department
Agency Wide: Management Improvements	Human Resource Consultant	602	1408	1	\$ 15,000.00	\$ -	\$ -	\$ -	2nd of 4 years of phased hourly consultant. Review policies for employee safety, training.
Agency Wide: Management Improvements	Agency Wide Disaster Planning/Training	603	1408	1	\$ 3,000.00	\$ -	\$ -	\$ -	Train employees in basic emergency response
Agency Wide: Management Improvements	Development Staff Training for Capital Funds and related topics	605	1408	2	\$ 3,000.00	\$ -	\$ -	\$ -	New funding regulation requires staff training
Agency Wide: Management Improvements	Assets Management Assessment	606	1408	1	\$ 5,760.00	\$ -	\$ -	\$ -	Hire consultant to assist performing asset review to establish asset management foundation.
Agency Wide: Management Improvements	Management Study	608	1408	Preliminary Cost	\$ 1,000.00	\$ -	\$ -	\$ -	Preliminary funds for management study.
Agency Wide: Management Improvements	Resident Training (move to work, job related)	609	1408	1	\$ 5,000.00	\$ -	\$ -	\$ -	Officer specific training to enhance job skills for resident sin construction related positions
Agency Wide: Management Improvements	Technical Information Systems Coordinator	611	1408	1	\$ 45,000.00	\$ -	\$ -	\$ -	Phase III: Networking all EHA offices converting dumb terminals to pcs
Agency Wide: Management Improvements	Modernization Software / Training	619	1408	3	\$ 10,000.00	\$ -	\$ -	\$ -	Training for new software upgrades, digital equipment, etc
Agency Wide: Management Improvements	Record Keeping	622	1408	1	\$ 2,000.00	\$ -	\$ -	\$ -	Plan reviews, copies, storage cabinets
SUB-TOTAL FOR MANAGEMENT IMPROVEMENTS					\$ 94,760.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	A&E Fees for Administration Office	15	1430	1	\$ 60,000.00	\$ -	\$ -	\$ -	Renovation of Administration Office
Agency Wide: Physical Needs	Combo Work of Administration Office: window walls, window replacement, wall and ceiling construction	221	1470	1	\$ 10,000.00	\$ -	\$ -	\$ -	Replace all glass for safety reasons, current glass presents hazards for public building. Repair vestibule areas after new doors and equipment is installed. Paint and patch walls, Install seismic fittings in building at wall, floor and walls roof connections, sheet roof with plywood convert controls to electronic with computer program for mass efficiency. Minor wiring changes to meet load amounts. Acquire and install new generator for emergency use.
Agency Wide: Physical Needs	Administration Office: Glass Doors	224	1470	2	\$ 2,000.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	Administration Office: Vestibules	236	1470	2	\$ 1,500.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	Administration Office: Offices	243	1470	Preliminary Cost	\$ 1,000.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	Administration Office: Seismic Upgrade	275	1470	Preliminary Cost	\$ 10,000.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	Administration Office: Central Vent & Exhaust	308	1470	Preliminary Cost	\$ 10,000.00	\$ -	\$ -	\$ -	

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Compass	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
Agency Wide: Physical Needs	Administration Office: HVAC System	30	1470	1	\$ 35,000.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	Administration Office: Power wiring	310	1470	Preliminary Cost	\$ 1,500.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	Administration Office: Emergency Generator	311	1470	1	\$ 1,000.00	\$ -	\$ -	\$ -	
Agency Wide: Physical Needs	New PC's / Hardware	613	1475		\$ 10,000.00	\$ -	\$ -	\$ -	Upgrade to existing equipment and purchase new equipment to meet management needs
Agency Wide: Physical Needs	Color Printer and Digital Camera	624 625	1475	1	\$ 1,500.00	\$ -	\$ -	\$ -	To better record capital improvement work progress
Agency Wide: Physical Needs	Relocation Costs for (6-2)	16	1495	1	\$ 2,000.00	\$ -	\$ -	\$ -	Relocation funds for relocating public housing residents related
SUB-TOTAL FOR NON-DWELLING AGENCY WIDE PHYSICAL NEEDS					\$ 145,500.00	\$ -	\$ -	\$ -	
Other	Staff Benefits	3	1410	2	\$ 22,000.00	\$ -	\$ -	\$ -	Staff maintained, time reflected on bi-monthly time sheets
Other	Staff Salaries	4	1410	2	\$ 78,000.00	\$ -	\$ -	\$ -	Staff maintained, time reflected on bi-monthly time sheets
Other	Technical Salaries	5	1410	2	\$ 1,000.00	\$ -	\$ -	\$ -	Funds reserved for use of in-house employees performing technical and construction inspections and management less than 100% of their time
Other	Plan Review Fees	6	1430		\$ 2,453.00	\$ -	\$ -	\$ -	Costs associated with plan review by city.
Other	Advertising Costs	1	1410		\$ 2,000.00	\$ -	\$ -	\$ -	Costs associated with advertising for sealed bid projects
Other	Phone/Radio Costs	2	1410	2	\$ 500.00	\$ -	\$ -	\$ -	Phone costs related to the comprehensive grant program
Contingency	Contingency	18	1502		\$ 26,000.00	\$ -	\$ -	\$ -	Contingency
OTHER					\$ 131,953.00	\$ -	\$ -	\$ -	
TOTAL FOR 709-200 COMPREHENSIVE GRANT PROGRAM					\$ 1,048,840.00	\$ -	\$ -	\$ -	
Signature of Executive Director and Date:						Signature of Public Housing Director and Date:			

1	Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
2	Agency Wide: Management Improvements	Develop Central Procurement	600	1408	1	\$ 5,000.00				Phase I: Delevop central contracting through development department
3	Agency Wide: Management Improvements	Human Resource Consultant	602	1408	1	\$ 15,000.00				2nd of 4 years ofphased hourly consultant. Review policies for employee safety, training.
4	Agency Wide: Management Improvements	Agency Wide Disaster Planning/Training	603	1408	1	\$ 3,000.00				Train employees in basic emergency response
5	Agency Wide: Management Improvements	Development Staff Training for Capital Funds and related topics	605	1408	2	\$ 3,000.00				New funding regulation requires staff training
6	Agency Wide: Management Improvements	Assest Management Assesement	606	1408	1	\$ 5,760.00				Hire consultant to assist performing asset review to establish asset management foundation.
7	Agency Wide: Management Improvements	Management Study	608	1408	Preliminary Cost	\$ 1,000.00				Preliminary funds for management study.
8	Agency Wide: Management Improvements	Resident Training (move to work, job related)	609	1408	1	\$ 5,000.00				Officer specific training to enhance job skills for resident sin constructon related positions
9	Agency Wide: Management Improvements	Technical Information Systems Coordinator	611	1408	1	\$ 45,000.00				Phase III: Networking all EHA offices concerting subm terminals to pcs/
10	Agency Wide: Management Improvements	Modernization Software / Training	619	1408	3	\$ 10,000.00				Training for new software upgrades, digital equipment, etc
11	Agency Wide: Management Improvements	Record Keeping	622	1408	1	\$ 2,000.00				Plan reviews, copies, storagecabinets
12					1408	\$ 94,760.00				
13	Other	Staff Benefits	3	1410	2	\$ 22,000.00				Staff maintained, time reflected on bi-monthly time sheets
14	Other	Staff Salaries	4	1410	2	\$ 78,000.00				Staff maintained, time reflected on bi-monthly time sheets
15	Other	Technical Salaries	5	1410	2	\$ 1,000.00				Funds reserved for use of in-house employees performing technical and construction inspections and management less than 100% of their time
16	Other	Advertising Costs	1	1410		\$ 2,000.00				Costs associated with advertising for sealed bid projects
17	Other	Phone/Radio Costs	2	1410	2	\$ 500.00				Phone costs related to the comprehensive grant program

1	Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
18					1410	\$ 103,500.00				
19	6002: Grandview	A&E Fees for Major Interior Renovation	9	1430	1	\$ 3,000.00				Architectural services needed during renovation phase. Continued contract with Stickney, Murphy Romine.
20	Agency Wide: Physical Needs	A&E Fees for Administration Office	15	1430	1	\$ 60,000.00				Renovation of Administration Office
21	Other	Plan Review Fees	6	1430		\$ 2,453.00				Costs associated with plan review by city.
22					1430	\$ 65,453.00				
23	6002: Grandview	Paved walks and surfaces	104	1450	Preliminary Cost	\$ 4,000.00				Phase I: sidewalks, steps and ramps throughout the site, includes handrails as needed. Repair retaining wall, replace barrier fence on retaining wall
24	6002: Grandview	Steps and Ramps	106	1450	75	\$ 25,000.00				
25	6002: Grandview	Retaining Wall and Fencing	108	1450	Preliminary Cost	\$ 10,000.00				
26	6003: Bakerview	Paved walks and surfaces	104	1450	4700 Square Feet	\$ 19,975.00				Increase paved areas at south entrance including garden walkway
27	6003: Bakerview	Fencing	107	1450	100 Linear Foot	\$ 2,000.00				Privacy fencing for resident recreation area
28	6003: Bakerview	Retaining Walls	108	1450	100 Linear Foot	\$ 11,443.00				Build retaining walls to support regrade for resident recreation area
29	6003: Bakerview	Fixed Furniture	111	1450	1 Set	\$ 3,000.00				Install and/or build attached seating and tables for resident recreation area
30	6003: Bakerview	Irrigation Systems	123	1450	Preliminary Cost	\$ 2,000.00				Investigate existing irrigation system for possible repairs
31					1450	\$ 77,418.00				
32	6002: Grandview	Major Interior Renovation	e v e r o	1460	12	\$ 527,659.00				Major renovation work to appx 12 units, to be completed by general contractor or by force account labor. Work to include the following: wall insulation, ceiling insulation, chimneys, fire extinguishers, wall and ceiling construction, floor construction
33	6004: Pineview	Wood/Vinyl/Aluminum Walls	204	1460	6	\$ 48,950.00				Investigate moisture issues in walls and rapir as necessary, paint entire community in coordinating colors.

1	Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
34					1460	\$ 576,609.00				
35	6002: Grandview	Appliance Replacement	412 413	1465	12	\$ 9,600.00				Appliance Replacement during modernization
36	6002: Grandview	Hot Water Tank Replacement	433	1465	12	\$ 10,000.00				Hot water tank replacement during modernization.
37					1465	\$ 19,600.00				
38	Agency Wide: Physical Needs	Combo Work of Administration Office window walls, window replacement, wall and ceiling construction	221	1470	1	\$ 10,000.00				Replace all glass for safety reasons, current glass presents hazards for public building. Repair vestibule areas after new doors and equipment is installed. Paint and patch walls, Install seismic fittings in building at wall, floor and walls roof
39	Agency Wide: Physical Needs	Administration Office: Glass Doors	224	1470	2	\$ 2,000.00				
40	Agency Wide: Physical Needs	Administration Office: Vestibules	236	1470	2	\$ 1,500.00				
41	Agency Wide: Physical Needs	Administration Office: Offices	243	1470	Preliminary Cost	\$ 1,000.00				
42	Agency Wide: Physical Needs	Administration Office: Seismic Upgrade	275	1470	Preliminary Cost	\$ 10,000.00				
43	Agency Wide: Physical Needs	Administration Office: Central Vent & Exhaust	308	1470	Preliminary Cost	\$ 10,000.00				
44	Agency Wide: Physical Needs	Administration Office: HVAC System	350	1470	1	\$ 35,000.00				
45	Agency Wide: Physical Needs	Administration Office: Power wiring	310	1470	Preliminary Cost	\$ 1,500.00				
46	Agency Wide: Physical Needs	Administration Office: Emergency Generator	311	1470	1	\$ 1,000.00				
47					1470	\$ 72,000.00				
48	Agency Wide: Physical Needs	New PC's / Hardware	613	1475		\$ 10,000.00				Upgrade to existing equipment and purchase new equipment to meet management needs
49	Agency Wide: Physical Needs	Color Printer and Digital Camera	624 625	1475	1	\$ 1,500.00				To better record capital improvement work progress

1	Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	Development Account Number	Quantity	Total Estimated Cost Original	Revised	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
50					1475	\$ 11,500.00				
51	Agency Wide: Physical Needs	Relocation Costs for (6-2)	16	1495	1	\$ 2,000.00				Relocation funds for relocating public housing residents related
52					1495	\$ 2,000.00				
53	Contingency	Contingency	18	1502		\$ 26,000.00				Contingency

Annual Statement / Performance and Evaluation Report Capital Fund Program Part III: Implementation Schedule			U. S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB Approval No. 2577-0157 (exp. 7/31/98)	
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
***Development Number / Name ***							
WA 6002: Grandview	30-Dec-01			30-Jun-03			
WA 6003: Bakerview	30-Dec-01			30-Jun-03			
WA 6004: Pineview	30-Dec-01			30-Jun-03			
HA WIDE							
Combo Work of Administration Office window walls, window replacement, wall and ceiling construction	30-Dec-01			30-Jun-03			
Administration Office:Glass Doors	30-Dec-01			30-Jun-03			
Administration Office:Vestibules	30-Dec-01			30-Jun-03			
Administration Office:Offices	30-Dec-01			30-Jun-03			
Administration Office:Seismic Upgrade	30-Dec-01			30-Jun-03			
Administration Office:Central Vent & Exhaust	30-Dec-01			30-Jun-03			
Administration Office:HVAC System	30-Dec-01			30-Jun-03			
Administration Office:Power wiring	30-Dec-01			30-Jun-03			
Administration Office: Emergency Generator	30-Dec-01			30-Jun-03			
New PC's / Hardware	30-Dec-01			30-Jun-03			
Color Printer and Digital Camera	30-Dec-01			30-Jun-03			
Relocation Costs for (6-2)	30-Dec-01			30-Jun-03			
Management Improvements							
Develop Central Procurement	30-Dec-01			30-Jun-03			
Human Resource Consultant	30-Dec-01			30-Jun-03			
Agency Wide Disaster Planning/Training	30-Dec-01			30-Jun-03			
Development Staff Training for Capital Funds and related topics	30-Dec-01			30-Jun-03			

Annual Statement / Performance and Evaluation Report Capital Fund Program Part III: Implementation Schedule			U. S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB Approval No. 2577-0157 (exp. 7/31/98)	
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Assest Management Assesement	30-Dec-01			30-Jun-03			
Management Study	30-Dec-01			30-Jun-03			
Resident Training (move to work, job related)	30-Dec-01			30-Jun-03			
Technical Information Systems Coordinator	30-Dec-01			30-Jun-03			
Modernization Software / Training	30-Dec-01			30-Jun-03			
Record Keeping	30-Dec-01			30-Jun-03			
Signature of Executive Director and Date:				Signature of Public Housing Director and Date:			

Everett Housing Authority's

Annual Plan

Statement Of Substantial Deviation

The Everett Housing Authority defines "significant amendments or modifications" as follows: with respect to the Five-Year Plan, Everett Housing Authority believes that significant amendments or modifications are those that make a change to the Housing Authority's mission, or the goals and objectives to enable the Housing Authority to meet the needs of the families that it serves, or both. With respect to the Annual Plan, the Housing Authority considers that significant amendments or modifications are those that make significant changes to information provided by the Housing Authority in its Annual Plan. Examples of such significant change could include major changes in the Housing Authorities needs or its strategies for meeting those needs or substantial changes in the Housing Authority's use of financial resources.

The Everett Housing Authority will consider the following criteria to determine whether or not a proposed change to the annual plan will be considered to be a "substantial deviation" or "significant amendment" or "modification" to the annual plan which will require the Housing Authority to submit the proposed revision(s) to the Annual Plan to the full public review process requirements:

1. Changes to rent or admission policies or organization of the waiting list;
2. Additions of non-emergency work items (items not included in the current Annual Statement of the Five-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
3. Any changes with regard to demolition or disposition, designation, home ownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements. Such changes will not be considered significant amendments by the Everett Housing Authority or by HUD.

EXECUTIVE SUMMARY

U. S. Department of Housing

OF PRELIMINARY ESTIMATED COSTS

and Urban Development

OMB Approval No. 2577-0157
(exp 7/31/98)

Physical and Management Needs

Office of Public and Indian Housing

Capital Fund Program

HA Name: HOUSING AUTHORITY OF THE CITY OF EVERETT	Federal Fiscal Year 2000
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Development Number / Name	Total Current Units	Total Preliminary Estimated Hard Cost	Per Unit Hard Cost	Long-Term Viability (Y/N)	Percentage of Vacant Units
WA 6001: Baker Heights	250	\$ 6,184,065.40	\$ 24,935.75	Y	0.40%
WA 6002: Grandview Homes	148	\$ 9,257,509.77	\$ 62,550.74	Y	* 5.40%
					* Vacancies due to Remod
WA 6003: Bakerview Apartments	151	\$ 2,691,517.00	\$ 17,824.62	Y	1.30%
WA 6004: Pineview Apartments	34	\$ 1,590,396.00	\$ 46,776.35	Y	2.90%
WA 6005: Scattered Sites	25	\$ 761,819.60	\$ 29,272.78	Y	0.00%
WA 6006: Scattered Sites	15	\$ 464,542.25	\$ 30,969.48	Y	0.00%
WA 6008: Scattered Sites	4	\$ 131,034.84	\$ 32,758.71	Y	0.00%

Total of Agency Wide Special	\$ 20,000.00
Total Preliminary Estimated Cost of HA Physical Needs	\$ 21,080,884.86
Total Preliminary Estimated Cost of HA Wide Management Needs	\$ 716,433.00
Total Preliminary Estimated Cost of HA Wide Nondwelling Structures and Equipment	\$ 1,148,869.50
Total Preliminary Estimated Cost of HA Wide Administration	\$ 482,500.00
Total Preliminary Estimated Cost of HA Wide Other	\$ 118,000.00
Grand Total of HA Needs	\$ 23,566,687.36
Signature of Executive Director	Date:

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett				X Original	
				Revision Number_	
Development Number WA19P006001		Development Name BAKER HEIGHTS HOMES *		DOFA Date 12/31/43 or Construction Date	
		0.40% 5.40%			
* Vacancies due to Remo		Occupancy Type:		Structure Type:	
Rental	X	Family	X	Detached/Semi-C	1.30%
Turnkey III-Vacant		Elderly		Row/Townhouse	2.90%
Turnkey III-Occupied		Mixed		Walk-Up	
Mutual Help				Elevator	
Section 23, Bond Financed					
				Number of Buildings 55	
				Number of Vacancies 1	
				Current Bedroom Distribution	
				0.40%	
				Total Current Units	
				248	
				3-- 48 4 5	
				5+ 02	
General Description of Needed Physical Improvements					Urgency of Need (1-5)
100	SITE: All improvements on the property that lie outside of the exterior wall of the building:				
101	landscaping				5
103	parking areas, driveway striping				5
103	new parking areas, driveways				5
104	paved walks/surfaces				4
105	curbing				5
106	steps and ramps				4
107	fencing				4
108	retaining walls				5
109	drainage				5
111	furniture (fixed)				5
113	dumpsters and enclosures				5
114	playground areas				5
115	basketball courts				5
116	overhead electrical distribution				5
118	water lines; work necessary to transfer to city				4
119	gas lines				5
120	sanitary lines; work necessary to transfer to city				5
124	ada compliance				5
125	vehicular access				5
126	mail box facilities				4
128	Clothes Line Replacement				4
200	BUILDING: The systems that septarate the interior spaces from the weather. The Enclosure.				
201	crawl space 4 ft foundation				5
203	slab on grade				5
204	wood vinyl or aluminum walls				5
205	masonry or plaster walls				5
206	floor insulation				5
207	wall insulation				5
208	ceiling insulation				5
212	asphalt or fiberglass shingles				5
215	chimneys				4
219	roof drainage				5
220	small windows				5
221	large windows				5
222	metal doors				5
229	building mounted site lights				5

General Description of Needed Physical Improvements		
300	Building mechanical and Services	
305	Fire Extinguishers	5
400	UNIT: The construction and equipment within the interior of a single dwelling unit.	
401	wall and ceiling construction	5
402	floor construction	5
403	wall and ceiling finishes	5
404	carpeting	5
405	resilient flooring	5
406	doors and frames	5
407	asbestos flooring abatement	5
409	kitchen wall ceiling surfaces	5
410	kitchen floor	5
411	cabinet counters sink	5
412	range/hood	5
413	refrigerator	5
414	dishwasher	5
415	bath wall ceiling surfaces	5
416	bath tile vinyl floor	5
417	bath resilient flooring	5
418	bath fixtures	5
419	bath fans	5
420	bath accessories	5
421	bath vanities	5
430	electric radiation	5
431	boiler	5
432	furnaces	5
433	hot water heater	5
434	thermostats	5
436	electric service/ panel/wiring	5
437	electrical wiring	5
438	doorbell / intercom	5
441	smoke/fire detectors	5
442	bedroom window emergency egress compliance	5
443	ada compliance (unit)	5
445	upgrade bath	5
447	firewalls/draftwalls in attics and storage areas	2
450	carbon monoxide detectors	1
454	plumbing upgrade	5
500	NON DWELLING SPACES AND EQUIPMENT	
506	ballfield restoration	5
523	wiring and lighting upgrade	4
524	asbestos abatement/social hall	2
525	resilient flooring	4
529	plumbing upgrade	3
531	kitchen redesign space	4
569	offices/additions/remodel	4
570	recreation rooms/community centers	3
586	refrigerator	4
587	dishwasher	5
588	range/hood	4

Total Preliminary Hard Cost for Needed Physical Improvements	\$ 6,184,065.40
Per Unit Hard Cost	\$ 24,935.75
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost	X Yes No
Development has Long-Term Physical and Socail Viability	X Yes No
Date Assessment Prepared	10-Jan-00
Sources of Information:	
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing	

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett				<input checked="" type="checkbox"/> Original	
				Revision Number _____	
Development Number WA19P006002		Development Name GRANDVIEW HOMES		0.40% * 5.40%	
				DOFA Date 10/31/51 or Construction Date	
* Vacancies due to Remo		Occupancy Type:		Structure Type:	
Rental	<input checked="" type="checkbox"/>	Family	<input checked="" type="checkbox"/>	Detached/Semi-C	1.30%
Turnkey III-Vacant		Elderly		Row/Townhouse	2.90%
Turnkey III-Occupied		Mixed		Walk-Up	
Mutual Help				Elevator	
Section 23, Bond Financed					
				Number of Buildings 60	
				Number of Vacancies 8	
				Current Bedroom Distribution	
				5.40%	
				Total Current Units	
				148	
General Description of Needed Physical Improvements					
Urgency of Need (1-5)					
100	SITE: All improvements on the property that lie outside of the exterior wall of the building				
101	landscaping				5
103	parking areas, driveway stripping				5
103	NEW parking areas, driveways				3
104	paved walks/surfaces				3
105	curbing				4
106	steps and ramps				3
107	fencing; and by highway department				2
108	retaining walls and fencing				2
109	drainage				4
110	pole mounted lighting				5
111	furniture (fixed)				5
112	private yards and enclosures				5
114	playground areas				2
115	basketball courts				5
117	underground electrical distribution				5
118	water lines; work necessary to transfer to city				4
119	gas lines				5
120	sanitary lines; work necessary to transfer to city				4
124	ada compliance				5
125	vehicular access				5
126	mail box facilities				3
127	soil contamination removal				5
128	clotheslines				3
150	remove and abate underground oil tanks				4
200	BUILDING: The systems tht separate the interior spaces from the weather. The enclosure.				
203	slab on grade				5
204	wood vinyl or aluminum walls				3
207	wall insulation				1
208	ceiling insulation				1
212	asphalt or fiberglass shingles				5
215	chimneys				1
219	roof drainage				4
220	small windows				4
221	large windows				4
222	metal doors				5
229	building mounted site lights				5
232	porches with roofs				5
233	storage sheds				4

General Description of Needed Physical Improvements		
265	electrical services	5
300	Building Mechanical & Services	
305	Fire Extinguishers	1
400	UNIT: The construction and equipment within the interior of a single dwelling unit.	
401	wall and ceiling construction	1
402	floor construction	1
403	wall and ceiling finishes	1
404	carpeting	5
405	resilient flooring	1
406	doors and frames	1
407	asbestos flooring abatement	1
409	kitchen wall ceiling surfaces	1
410	kitchen floor	1
411	cabinet counters sink	1
412	range/hood	1
413	refrigerator	1
414	dishwasher	1
415	bath wall ceiling surfaces	1
416	bath tile vinyl floor	1
417	bath resilient flooring	1
418	bath fixtures	1
419	bath fans	1
420	bath accessories	1
421	bath vanities	1
422	1/2 bath wall/ceiling surfaces	1
423	1/2 bath tile floor	1
424	1/2 bath resilient floor	1
425	1/2 bath fixtures	1
426	1/2 bath fans	1
427	1/2 bath accessories	1
428	1/2 bath vanities	1
432	furnaces	1
433	hot water heater	1
434	thermostats	1
436	electric service/ panel/wiring	1
437	electrical wiring	1
438	doorbell / intercom	5
441	smoke/fire detectors	1
442	bedroom window emergency egress compliance	2
443	ada compliance (unit)	4
447	firewalls/draftwalls in attics and storage areas	1
448	window coverings	1
450	carbon monoxide detectors	1
454	plumbing upgrade	1
500	NON DWELLING SPACES AND EQUIPMENT	
524	asbestos abatement	5
569	offices/additions	5
569	offices/additions/remodel	5
570	recreation rooms/community centers	5
570	rec center remodel	5
585	range/hood	5

586	refrigerator	5
587	dishwasher	5
Total Preliminary Hard Cost for Needed Physical Improvements		\$ 9,257,509.77
Per Unit Hard Cost		\$ 62,550.74
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development has Long-Term Physical and Socail Viability		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared		10-Jan-00
Sources of Information:		
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing		

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett		X Original	
Development Number WA19P006003		Revision Number _____	
Development Name BAKerview APARTMENTS *		0.40%	DOFA Date 10/31/69
		5.40%	or Construction Date
* Vacancies due to Remo		Occupancy Type:	Structure Type:
Rental X	Family	Detached/Semi-C 1.30%	Number of Buildings 1
Turnkey III-Vacant	Elderly X	Row 2.90%	Number of Vacancies 2
Turnkey III-Occupied	Mixed	Walk-Up	Current Bedroom Distribution 1.30%
Mutual Help		Elevator X	0-- 123 1-- 14 2-- 14
Section 23, Bond Financed			3 4 5
			5+
General Description of Needed Physical Improvements			Total Current Units 151
			Urgency of Need (1-5)
100	SITE: All improvements on the property that lie outside of the exterior wall of the building		
101	landscaping		4
103	parking areas, driveways		5
103	parking areas, driveways		5
104	paved walks/surfaces		2
105	curbing		5
106	steps and ramps		5
107	fencing		3
108	retaining walls		2
109	drainage		5
110	pole mounted lighting		5
112	private yards and enclosures		5
113	dumpster and enclosures		5
117	undergro		5
118	water lines		5
119	gas lines		5
120	sanitary lines		5
123	Irrigation systems		5
124	ada compliance		5
175	Review yard upgrade for resident use		1
200	BUILDING: The systems tht separate the interior spaces from the weather. The enclosure		
203	slab on grade		5
205	masonry or plaster walls		5
207	wall insulation		4
209	abate cab/elevators		5
211	built up or membrane roof		5
218	penthouses		5
219	roof drainage		5
220	small windows		5
221	large windows		5
223	wood doors		5
224	glass doors		5
228	exterior stairs		4
229	building mounted site lights		4
236	vestibules		5
237	corridors; renovation; asbestos abatement		5
238	interior stairways		5
241	laundry rooms		4
242	laundry equipment-ada		5

General Description of Needed Physical Improvements		Urgency of Need (1-5)
244	rec rooms	5
245	other rooms	5
247	storage rooms	5
248	trash rooms	5
249	ada compliance	4
250	add laundry facilities	5
251	dead bolts or level locks	5
300	Building Mechanical & Services	
302	gas distribution	5
303	water distribution; replace or reline	5
304	sanitary distribution	5
305	fire extinguishers or fire suppression systems	3
313	fire and smoke detection / fire alarm system	5
400	UNIT: The construction and equipment within the interior of a single dwelling unit	
401	wall and ceiling construction	5
402	floor construction	5
403	wall and ceiling finishes	5
404	carpeting	5
405	resilient flooring	5
406	doors and frames	5
407	asbestos flooring abatement	5
409	kitchen wall ceiling surfaces	5
410	kitchen floor	5
411	cabinet counters sink	4
412	range/hood and/or exhaust fans	5
413	refrigerator	5
414	dishwashers	5
415	bath wall ceiling surfaces	5
416	bath tile vinyl floor	5
417	bath resilient flooring	4
418	bath fixtures	2
419	bath fans	2
420	bath accessories	5
421	bath vanities	5
434	thermostats	5
436	electric service/ panel/wiring	5
437	electrical wiring	5
438	doorbell / intercom	5
439	master tv	5
441	smoke/fire detectors	5
442	bedroom window emergency egress compliance	5
443	ada compliance (unit)	5
454	plumbing upgrade	5
500	NON DWELLING SPACES AND EQUIPMENT	
569	recreation rooms/community centers	5
569	offices/additions/remodel	5
588	mail delivery system	5
555	vehicle for resident transportation	5

Total Preliminary Hard Cost for Needed Physical Improvements	\$ 2,691,517.00
Per Unit Hard Cost	\$ 17,824.62
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost	X Yes No
Development has Long-Term Physical and Socail Viability	X Yes No
Date Assessment Prepared	10-Jan-00
Sources of Information:	
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing	

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett				X Original		Revision Number _____	
Development Number WA19P006004		Development Name PINEVIEW APARTMENTS * 0.40% 5.40%				DOFA Date 1/31/81 or Construction Date	
* Vacancies due to Removal		Occupancy Type:		Structure Type:		Number of Buildings 11	
Rental	X	Family	X	Detached/Semi-D	1.30%	Number of Vacancies 1	
Turnkey III-Vacant		Elderly		Row	2.90%	Current Bedroom Distribution 2.90%	
Turnkey III-Occupied		Mixed		Walk-Up		0	1
Mutual Help				Elevator		3-- 14	4-- 2
Section 23, Bond Financed						5+	5
General Description of Needed Physical Improvements							Urgency of Need (1-5)
100	SITE: All improvements on the property that lie outside of the exterior wall of the building						
101	landscaping/creek beautification						5
103	parking areas, driveways						5
103	parking areas, driveways						5
104	paved walks/surfaces						5
105	curbing						5
106	steps and ramps						5
107	fencing						4
109	drainage						4
110	pole mounted lighting						5
111	furniture (fixed)						5
112	private yards and enclosures						5
114	playground areas						5
115	basketball courts						5
117	underground electrical distribution						5
118	water lines						5
119	gas lines						5
120	sanitary lines						5
124	ada compliance						5
200	BUILDING: The systems tht separate the interior spaces from the weather. The enclosure.						
201	crawl space 4 ft foundation						5
203	slab on grade						5
204	wood vinyl or aluminum walls						2
206	floor insulation						3
207	wall insulation						3
208	ceiling insulation						3
212	asphalt or fiberglass shingles						5
219	roof drainage (gutters and downspouts)						5
220	small windows						4
221	large windows						4
222	metal doors						4
229	building mounted site lights						5
231	decks with rails						3
232	porches with roofs						5
233	storage sheds						5
265	electrical services						5
300	Building Mechanical & Services						
303	water distribution						5
304	sanitary distribution						5
305	fire extinguishers or fire suppression systems						1

General Description of Needed Physical Improvements		Urgency of Need (1-5)
316	television system	5
400	UNIT: The construction and equipment within the interior of a single dwelling unit.	
401	wall and ceiling construction	2
402	floor construction	5
403	wall and ceiling finishes	5
404	carpeting	5
405	resilient flooring	4
406	doors and frames	5
407	asbestos flooring abatement	4
409	kitchen wall ceiling surfaces	5
410	kitchen floor	4
411	cabinet counters sink	5
412	range/hood	5
413	refrigerator	5
414	dishwasher	5
415	bath wall ceiling surfaces	5
417	bath resilient flooring	5
418	bath fixtures	5
419	bath fans	5
420	bath accessories	5
421	bath vanities	5
430	electric radiation	5
433	hot water heater	5
434	thermostats	5
436	electric service/ panel/wiring	5
437	electrical wiring	5
438	doorbell / intercom	5
439	master tv	5
441	smoke/fire detectors	5
442	bedroom window emergency egress compliance	5
443	ada compliance (unit)	5
447	firewalls/draftwalls in attics and storage areas	1
454	plumbing upgrade	5
500	NON DWELLING SPACES	
570	recreation rooms/community centers	5
569	offices/additions/remodel	5
Total Preliminary Hard Cost for Needed Physical Improvements		\$ 1,590,396.00
Per Unit Hard Cost		\$ 46,776.35
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development has Long-Term Physical and Socail Viability		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared		10-Jan-00
Sources of Information:		
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing		

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett					X Original		Revision Number _____		
Development Number WA19P006005		Development Name SCATTERED SITES			0.40% * 5.40%		DOFA #####		Construction Date 09/30/1983
* Vacancies due to Removal		Occupancy Type:		Structure Type:		Number of Buildings		Number of Vacancies	
Rental	X	Family	X	Detached/Semi-D	1.30%	16		0	
Turnkey III-Vacant		Elderly		Row	2.90%	Current Bedroom Distribution		0%	
Turnkey III-Occupied		Mixed		Walk-Up		0	1	2	
Mutual Help				Elevator		3-- 21	4-- 4	5	
Section 23, Bond Financed				Mixed	X	5+			
General Description of Needed Physical Improvements								Urgency of Need (1-5)	
100	SITE: All improvements on the property that lie outside of the exterior wall of the building								
101	landscaping								5
103	parking areas, driveways								4
104	paved walks/surfaces								5
105	curbing								5
106	steps and ramps								4
107	fencing								5
109	drainage								5
112	private yards and enclosures								4
117	underground electrical distribution								5
118	water lines								5
119	gas lines								5
120	sanitary lines								5
124	ada compliance								5
126	mail box facilities								5
200	BUILDING: The systems tht separate the interior spaces from the weather. The enclosure.								
201	crawl space 4 ft foundation								5
203	slab on grade								5
204	wood vinyl or aluminum walls								4
206	floor insulation								5
207	wall insulation								5
208	ceiling insulation								5
212	asphalt or fiberglass shingles								4
219	roof drainage (gutters and downspouts)								4
220	small windows								4
221	large windows								4
222	metal doors								5
229	building mounted site lights								5
231	decks with rails								5
232	porches with roofs								5
233	storage sheds								4
234	garage								5
300	Building Mechanical & Services								
303	water distribution								5
304	sanitary distribution								5
305	fire extinguishers or fire suppression systems								3
400	UNIT: The construction and equipment within the interior of a single dwelling unit.								
401	wall and ceiling construction								5
402	floor construction								5
403	wall and ceiling finishes								5

General Description of Needed Physical Improvements		Urgency of Need (1-5)
404	carpeting	5
405	resilient flooring	5
406	doors and frames	5
407	asbestos flooring abatement	2
409	kitchen wall ceiling surfaces	5
410	kitchen floor	5
411	cabinet counters sink	4
412	range/hood	4
413	refrigerator	5
414	dishwasher	5
415	bath wall ceiling surfaces	5
417	bath resilient flooring	4
418	bath fixtures	5
419	bath fans	5
420	bath accessories	5
421	bath vanities	5
430	electric radiation	5
433	hot water heater	5
434	thermostats	5
436	electric service/ panel/wiring	5
437	electrical wiring	5
438	doorbell / intercom	5
439	master tv	5
441	smoke/fire detectors	5
442	bedroom window emergency egress compliance	5
443	ada compliance (unit)	5
447	firewalls/draftwalls in attics and storage areas	4
454	plumbing upgrade	5
Total Preliminary Hard Cost for Needed Physical Improvements		\$ 761,819.60
Per Unit Hard Cost		\$ 29,272.78
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development has Long-Term Physical and Socail Viability		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared		10-Jan-00
Sources of Information:		
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing		

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett						X Original		Revision Number _____	
Development Number WA19P006006		Development Name SCATTERED SITES			0.40% * 5.40%		DOFA #####		Construction Date 09/30/1975
* Vacancies due to Removal		Occupancy Type:		Structure Type:		Number of Buildings		Number of Vacancies	
Rental	X	Family	X	Detached/Semi-D	1.30%	10		0	
Turnkey III-Vacant		Elderly		Row	2.90%	Current Bedroom Distribution		0%	
Turnkey III-Occupied		Mixed		Walk-Up		0	1	2	Total Current Units
Mutual Help				Elevator		3-- 14	4-- 1	5	
Section 23, Bond Financed				Mixed	X	5+			
General Description of Needed Physical Improvements									Urgency of Need (1-5)
100	SITE: All improvements on the property that lie outside of the exterior wall of the building								
101	landscaping								5
103	parking areas, driveways								5
104	paved walks/surfaces								4
105	curbing								5
106	steps and ramps								4
107	fencing								5
109	drainage								5
112	private yards and enclosures								5
117	underground electrical distribution								5
118	water lines								5
119	gas lines								5
120	sanitary lines								5
124	ada compliance								5
126	mail box facilities								5
200	BUILDING: The systems tht separate the interior spaces from the weather. The enclosure.								
201	crawl space 4 ft foundation								5
202	basement 8 ft foundation								5
203	slab on grade								5
204	wood vinyl or aluminum walls								4
206	floor insulation								5
207	wall insulation								5
208	ceiling insulation								5
212	asphalt or fiberglass shingles								3
217	skylights								5
219	roof drainage								3
220	small windows								4
221	large windows								4
222	metal doors								5
223	wood doors								5
225	glass sliding doors								5
231	decks with rails								5
232	porches with roofs								4
233	storage sheds								5
234	garage								5
300	Building Mechanical & Services								
303	water distribution								5
304	sanitary distribution								5
400	UNIT: The construction and equipment within the interior of a single dwelling unit.								
401	wall and ceiling construction								5

General Description of Needed Physical Improvements		Urgency of Need (1-5)
402	floor construction	5
403	wall and ceiling finishes	5
404	carpeting	5
405	resilient flooring	5
406	doors and frames	5
407	asbestos flooring abatement	4
409	kitchen wall ceiling surfaces	5
410	kitchen floor	4
411	cabinet counters sink	5
412	range/hood	5
413	refrigerator	5
414	dishwasher	5
415	bath wall ceiling surfaces	5
417	bath resilient flooring	4
418	bath fixtures	5
419	bath fans	5
420	bath accessories	5
421	bath vanities	5
422	1/2 bath wall/ceiling surfaces	5
423	1/2 bath tile floor	5
424	1/2 bath resilient floor	4
425	1/2 bath fixtures	5
426	1/2 bath fans	5
427	1/2 bath accessories	5
428	1/2 bath vanities	5
430	electric radiation	5
432	furnaces	5
433	hot water heater	5
434	thermostats	5
436	electric service/ panel/wiring	5
437	electrical wiring	5
438	doorbell / intercom	5
441	smoke/fire detectors	4
442	bedroom window emergency egress compliance	4
443	ada compliance (unit)	5
454	plumbing upgrade	5
Total Preliminary Hard Cost for Needed Physical Improvements		\$ 464,542.25
Per Unit Hard Cost		\$ 30,969.48
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost		X Yes No
Development has Long-Term Physical and Socail Viability		X Yes No
Date Assessment Prepared		10-Jan-00
Sources of Information:		
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing		

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett		X Original	
Revision Number _____			
Development Number WA19P006008	Development Name SCATTERED SITES	0.40% * 5.40%	DOFA #####
		Construction Date 06/07/1994	
* Vacancies due to Remo		Occupancy Type:	Structure Type:
Rental X	Family X	Detached/Semi-C 1.30%	Number of Buildings 3
Turnkey III-Vacant	Elderly	Row 2.90%	Number of Vacancies 0
Turnkey III-Occupied	Mixed	Walk-Up	Current Bedroom Distribution
Mutual Help		Elevator	0 1 2-- 2
Section 23, Bond Financed		Mixed X	3-- 1 4-- 1 5
			5+
			Total Current Units 4
General Description of Needed Physical Improvements			Urgency of Need (1-5)
100	SITE: All improvements on the property that lie outside of the exterior wall of the building		
101	landscaping		5
103	parking areas, driveways		5
103	parking areas, driveways		5
104	paved walks/surfaces		4
105	curbing		5
106	steps and ramps		4
107	fencing		5
109	drainage		5
112	private yards and enclosures		5
117	underground electrical distribution		5
118	water lines		5
119	gas lines		5
120	sanitary lines		5
126	mail box facilities		5
200	BUILDING: The systems tht separate the interior spaces from the weather. The enclosure.		
201	crawl space 4 ft foundation		5
202	basement 8 ft foundation		5
203	slab on grade		5
204	wood vinyl or aluminum walls		5
206	floor insulation		5
207	wall insulation		5
208	ceiling insulation		5
212	asphalt or fiberglass shingles		4
219	roof drainage		4
220	small windows		5
221	large windows		5
222	metal doors		5
223	wood doors		5
225	glass sliding doors		5
231	decks with rails		5
232	porches with roofs		5
233	storage sheds		5
300	Building Mechanical & Services		
303	water distribution		5
304	sanitary distribution		5
400	UNIT: The construction and equipment within the interior of a single dwelling unit.		
401	wall and ceiling construction		5
402	floor construction		5
403	wall and ceiling finishes		5
404	carpeting		5

General Description of Needed Physical Improvements		Urgency of Need (1-5)
405	resilient flooring	4
406	doors and frames	5
407	asbestos flooring abatement	4
409	kitchen wall ceiling surfaces	5
410	kitchen floor	5
411	cabinet counters sink	5
412	range/hood	5
413	refrigerator	5
414	dishwasher	5
415	bath wall ceiling surfaces	5
417	bath resilient flooring	4
418	bath fixtures	5
419	bath fans	5
420	bath accessories	5
421	bath vanities	5
422	1/2 bath wall/ceiling surfaces	5
423	1/2 bath tile floor	5
424	1/2 bath resilient floor	5
425	1/2 bath fixtures	5
426	1/2 bath fans	5
427	1/2 bath accessories	5
428	1/2 bath vanities	5
430	electric radiation	5
433	hot water heater	5
434	thermostats	5
436	electric service/ panel/wiring	5
437	electrical wiring	5
438	doorbell / intercom	5
441	smoke/fire detectors	4
442	bedroom window emergency egress compliance	5
443	ada compliance (unit)	5
454	plumbing upgrade	5
Total Preliminary Hard Cost for Needed Physical Improvements		\$ 131,034.84
Per Unit Hard Cost		\$ 32,758.71
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development has Long-Term Physical and Socail Viability		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared		10-Jan-00
Sources of Information:		
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing		

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett				X Original	Revision Number _____
Development Number HA Wide	Development Name Agency Wide			0.40%	DOFA Date 12/31/43
				* 5.40%	or Construction Date
* Vacancies due to Remo	Occupancy Type:	Structure Type:	Number of Buildings 3		Number of Vacancies
Rental	Family	Detached/Semi-C	1.30%		0
Turnkey III-Vacant	Elderly	Row	2.90%	Current Bedroom Distribution	0%
Turnkey III-Occupied	Mixed	Walk-Up	0	1	2
Mutual Help		Elevator	3	4	5
Section 23, Bond Financed			5+		Total Current Units 10
General Description of Needed Physical Improvements					Urgency of Need (1-5)
Non Dwelling Spaces: ADMINISTRATION Building included =*A* \$ values prorated					
100	SITE: All improvements on the property that lie outside the exterior wall of the building.				
101	Landscaping *A*				4
103	Parking				
104	Paved Walks/Surfaces				5
107	Fencing				4
109	Drainage				5
116	Overhead Electrical Distribution				5
117	Underground Electrical Distribution *A*				5
118	Water Lines *A*				5
119	Gas Meters & Lines *A*				5
120	Sanitary Lines *A*				5
123	Irrigation Systems *A*				4
124	ADA Compliance – Site *A*				5
200	BUILDING: The systems that separate the interior spaces from weather, the enclosure.				
202	Basement/10 ft. Foundation *A*				3
204	Window Walls *A*				1
205	Masonry or Plasterwalls *A*				2
207	Wall Insulation *A*				4
208	Ceiling Insulation *A*				4
211	Built up or Membrane Roof *A*				1
214	Parapet Walls *A*				1
219	Roof Drainage *A*				1
221	Large Windows *A*				1
222	Metal Doors *A*				4
224	Glass Doors *A*				4
229	Building Site Lights *A*				5
232	Porches with roofs				
235	Garage Seismic/Ventilation/Fire Suppression "A"				3
236	Vestibules *A*				5
238	Interior Stairways *A*				4
239	Building Lighting *A*				4
240	Mail Facilities *A* Mail room				5
243	Offices *A*				5
245	Other Rooms (Kitchen) (conference) *A*				5
247	Storage Rooms *A*				5
249	ADA Compliance: Building *A*				5
275	Seismic Upgrade				1,2,3,4
300	BUILDING MECHANICAL & ELECTRICAL				
303	Water Distribution (Pipes, valves and associated components which carry potable water throughout building for more than one unit) *A*				4

General Description of Needed Physical Improvements		Urgency of Need (1-5)
304	Sanitary Distribution: (Piping that carries waste water throughout the building for more than one unit.) *A*	4
308	Central Vent & Exhaust *A*	2
310	Power Wiring: (Electrical wiring that serves more than one unit or building common spaces) *A*	3
311	Emergency Generator *A*	5
312	Emergency Lighting *A*	5
313	Smoke & Fire Detectors: (Smoke & Fire detection devices located in common spaces) *A*	5
314	Intercom System *A*	5
317	Security System *A*	5
319	Boilers *A*	4
320	Boiler Room Piping *A*	4
321	Abate Lagging *A*	4
322	Hot Water Generation *A*	4
350	HVAC System *A*	2
400	UNIT: In this case, the interior construction of the Administration building	
401	Wall and Ceiling Construction *A*	3
403	Wall & Ceiling Surfaces *A*	3
404	Carpet *A*	5
405	Resilient Flooring *A*	5
406	Door Frames *A*	5
407	Vinyl Asbestos Abatement *A*	3
409	Kitchen Wall/Ceiling Surfaces *A*	5
410	Kitchen Floor *A*	4
411	Cabinets/Counters/Sinks *A*	4
415	Bath Wall/Ceiling Surfaces	5
416	Bath Tile Floor *A*	5
417	Bath Resilient Floor *A*	5
418	Bath Fixtures *A*	4
420	Bath Accessories *A*	4
421	Bath Vanities *A*	5
434	Thermostats *A*	2
436	Electrical Panel, fuses, circuit breakers serving Administration Building	5
437	Electric Wiring (wiring, outlets and other devices that distribute electricity The Administration Building)	5
441	Smoke & Fire Detectors *A*	4
443	ADA Compliance Building Interior *A*	5
550	NONDWELLING EQUIPMENT	
576	Maintenance Truck Replacement	4
577	ATV Litter VAC	1
578	Comp Grant Crew Work Truck	1
579	Microfilm Equipment	5
580	Steam Cleaner for Maintenance	5
581	Wood Chipper	5
582	Stump Grinder	5
583	Garbage Truck	5
584	Backhoe	5
585	Range & Range Hood	4
586	Refrigerator	4
590	Telephone System	
591	Manlift	
614	Replace/upgrade current serve @ admin office	3

General Description of Needed Physical Improvements		Urgency of Need (1-5)
615	Modems for dial in work from home/emergency preparedness	3
623	Purchase and install remote locations hardware	1
624	Color Printer for digital camera	1
625	Digital Camera	1
Total Preliminary Hard Cost for Needed Physical Improvements		\$ 1,148,869.50
Per Unit Hard Cost		\$ 114,886.95
Physical Improvemnts will Result in Structural/System Soundness at a Reasonable Cost		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development has Long-Term Physical and Socail Viability		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared		10-Jan-00
Sources of Information:		
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing		
NOTE: The number of units is ten (10), this consists of the 7 developments and three office facilities. The Administration office, the maintenance facility and the grounds building.		

Physical Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett		X	Original
			Revision Number _____
Development Number HA Wide Special			
General Description of Needed Physical Improvements			

Agency wide lump to respond to potential work items generated by RASS surveys or
PHA's inspections

1

Total Preliminary Hard Cost for Needed Physical Improvements	\$ 20,000.00
Date Assessment Prepared	10-Jan-00

Management Needs Assessment

Capital Fund Program

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

OMB Approval No. 2577-0157 (Exp 7/31/98)

HA Name Housing Authority of the City of Everett		<input checked="" type="checkbox"/> Original	
		Revision Number _____	
General Description of Needed Physical Improvements		Urgency of Need (1-5)	Preliminary Estimated
600	develop central procurement repartments	1	\$ 20,000.00
601	development preventive maintenance program	1	\$ 20,000.00
602	human resultant consultant	1	\$ 20,000.00
603	disaster planning & training	1	\$ 12,000.00
604	facility maintenance training for maintenance staff	2	\$ 4,800.00
605	related training for capital funds	1	\$ 10,000.00
606	asset management assessment of exisiting property	1	\$ 5,000.00
607	security services	1	\$ 10,000.00
608	management study	1	\$ 40,000.00
609	resident training (move to work, job related)	1	\$ 100,000.00
610	service coordinator	1	\$ 84,656.00
611	technical information systems coordinator	1	\$ 218,977.00
612	pentium upgrades to existing pcs	2	\$ 16,000.00
613	new pcs/hardware	2	\$ 21,000.00
614	replace/upgrade current server @ admin office	3	\$ 2,000.00
615	modems for dial in work from home/emergency preparedness	3	\$ 5,000.00
616	phone line costs for dial in capability	2	\$ 2,500.00
617	increase internet bapability	1	\$ 2,500.00
618	ccs software & windows upgrade	2	\$ 102,000.00
619	modernization related software & training	2	\$ 20,000.00
620	energy audit	5	\$ 10,000.00
621	preparation of a low income home owership plan	5	\$ 5,000.00
622	record keeping procedures	3	\$ 4,000.00
623	purchase and install remote locations hardware	3	\$ 10,000.00
Total Preliminary Estimated HA-Wide Cost			\$ 716,433.00
Date Assessment Prepared			10-Jan-00
Sources of Information			
Work orders, resident input, staff input, HUD staff input, legislative changes related to public housing			

Agency Plan 2000 -2004

Summary

Of

Resident and Public Involvement

The Everett Housing Authority has engaged in an extensive process of seeking resident and public comments on our Agency Plans. In the course of compiling the Plans the Housing Authority engaged in the following process:

- The Everett Housing Authority worked with the City of Everett and Snohomish County Planning Departments, and the Snohomish County Housing Authority to coordinate the Consolidated Plans of the respective governmental units with the housing authorities' agency plan development. This coordination culminated in the joint hosting of three public hearings in September, to obtain public input on housing needs of the community.
- The Everett Housing Authority advertised notice of its April 03, 2000 public hearing meeting in the Seattle Times on February 18, 2000 and in the Everett Herald on February 19, 2000. In addition community agencies were sent a letter explaining the agency plan the planning process and invited them to review documents and forward their comments.
- In September 1999 representatives of the Everett Housing Authority staff met to develop a process to identify potential members for a Resident Advisory Board.

It was determined three developments (Pineview, Bakerview and Grandview) had Resident Councils which could appoint representatives to the Resident Advisory Board and would be invited to do so. The staff identified the names of individuals participating in the scattered site and Section 8 programs who might be interested in serving on the Board and made plans to contact these individuals. The number of representatives for each development and the scattered site and Section 8 programs was determined by the size of the development or program. The distribution of positions is as follows: Bakerheights - three positions; Bakerview - two positions; Grandview – two positions; Pineview – one position; Scattered sites – one position; and Section 8 – three positions.

Letters describing the anticipated role of the Resident Advisory Board and announcing the first meeting were mailed to the Resident Councils' appointees and the individuals who agreed to serve from the un-represented programs. Agencies which had demonstrated interest in the planning process through their participation at the joint Consolidated Plan and Housing Authority Public Hearing on September 16, 1999 or who had otherwise expressed interest in the process were also sent letters of invitation to attend the meetings of the Resident Advisory Board.

The first meeting was held on October 14, 1999. All but one of the delegates attended along with representatives of four local agencies, including an attorney from Columbia Legal Services who had advised the Housing Authority on the development process in forming the Resident Advisory Board. The agenda included election of officers, information presentations on the purpose of the agency plan process and the documents once completed and the role of the RAB members in the planning process. The RAB met again on November 18, 1999; November 30, 1999; December 7, 1999; and March 14, 2000. All meetings were well attended by RAB members. At the December meeting the RAB retained the services of Mr. Nicholas Straley, Columbia Legal Services as their legal representative and asked him to work with a committee to draft a response from the RAB to the Everett Housing Authority on its Agency Plans.

The RAB sent its response letter to the Executive of the Everett Housing Authority on March 22, 2000. The letter was distributed to Everett Housing Authority Commissioners at their Workshop on the Agency Plans on March 24, 2000. A RAB representative and their attorney attended and provided pertinent information on the RAB's March 24, 2000 letter of comment.

- The Everett Housing Authority held its Public Hearing on April 3, 2000. Two RAB members and their attorney, Mr. Nicholas Straley attended. Mr. Straley formally presented the RAB comments as public testimony.
- The Housing Authority did not receive any other public comment during the public review process although three agencies reviewed the Section 8 Administrative Plan. They were: The Bureau of Developmentally Disabled; Sunrise Services, Inc. and Disability Resources.

**EVERETT HOUSING AUTHORITY
FINAL RESPONSES TO RESIDENT ADVISORY BOARD
AND
OTHER PUBLIC COMMENTS
ON THE
FIVE-YEAR AND ONE YEAR AGENCY PLANS
AND RELATED DOCUMENTS**

Issue	Response
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Preferences
 The Resident Advisory Board supports preference for both public housing and Section 8 for applicants who are homeless, extremely or very low income victims of domestic violence, extremely low income elderly or disabled.

The Housing Authority believes that every eligible applicant should have an opportunity to receive housing assistance in a reasonable period and that preferences should not be permitted to become additional eligibility criteria. Consequently, preferences should be limited. The Housing Authority supports preferences that (1) combine housing with other community efforts or (2) provide housing in response to governmentally created displacement or natural disasters. The only preference that is unlimited in this context is the preference for veterans of the armed services and for the widow(er)s of servicemen killed on active duty. Beyond these, the Authority offers preference to persons participating in special HUD programs for which the Authority receives special voucher funding (the HOPE for Elderly Independence Program and the Welfare to Work Program are examples.) Finally, the Authority feels that persons who will not experience an economic benefit from the housing should not receive assistance as long as others are seeking housing. Consequently, the Authority provides a preference to persons whose current rent and utility cost exceeds 30% of their income. These preferences do not significantly affect the expected waiting period of other eligible persons, except for persons whose rent is not going to be reduced when they receive housing and therefore have little claim for housing. Individuals who are already receiving the benefit of assisted housing are a low priority for the agency given the number of people without housing assistance who are paying more than 30% of their income for shelter. EHA's policy requiring individuals to provide evidence of housing expenses exceeding 30% of their income for a ninety day period prior to eligibility for the Section 8 program is designed to ensure a family is actually consistently paying more than 30% of their income for rent and utilities. Without setting a reasonable minimum time period for a family to establish this eligibility criteria it would be difficult for EHA to use it as an effective waiting list preference.

The categories of persons suggested by the RAB are regularly assisted by the Authority. However, granting these categories a preference would result in large numbers of otherwise eligible families not being assisted at all. It is also anticipated that the new Welfare to Work program will bring 575 new vouchers to EHA and over 775 to HASCO. This program's eligibility criteria is broad when applied to low-income persons and because it is a set-aside program eligible applicants will receive a preference. Many of the specific categories of persons in need identified by the RAB (families in transitional housing, domestic violence victims, homeless families, etc.) will be employable and therefore eligible for this preference program. In addition many individuals on the regular Section 8 and Public Housing wait lists may be eligible for Welfare to Work This should positively affect the length of time other eligible applicants will wait to receive a housing voucher. EHA's senior housing programs, Bakerview (Public Housing), both Broadway Plaza buildings (Section New Construction and local funds) and HOPE for the Elderly Independence Program (Section 8 set-aside) all currently have short wait lists (between 3 to 12 months) so specific preferences appear to be unnecessary when weighted against administrative burden. EHA has, in the past, had difficulty placing disabled persons in its accessible units. Rather than using preferences for disabled persons it would appear that closer networking with agencies serving disabled persons may make it possible to maintain more accurate wait lists and at the same time be more responsive to the disabled individuals need for housing. EHA has established a goal in the annual plan to work with Disability Resources to attempt to facilitate housing matches of persons with disabilities with vacant accessible units.

<p>Section 8 Set Aside Programs The Resident Advisory Board encourages EHA to continue the existing Section 8 set aside programs that are presently being administered.</p>	<p>EHA plans to continue its set aside programs and use this process to serve special needs groups as identified by the community and to the extent agency restrictions and resources allow. EHA’s set aside programs currently include the following: Welfare to Work, Rental Rehabilitation, Project Self-Sufficiency, Emergency Housing, Mentally and Developmentally Disabled, Terminally Ill, and HOPE for the Elderly. EHA considers programs such as these to be an important and effective ways to promote self-sufficiency of its tenants and be important program participants. Continuation of programs which provide the supportive services people need to successfully rent housing and to become self-sufficient is a five year objective for the Housing Authority.</p>
<p>Needs of Large Families The Resident Advisory Board recognizes the significant difficulty that larger, extremely low-income families encounter in seeking appropriate housing. While the RAB does not endorse providing a preference for larger families it does recommend that EHA work to meet the specific housing needs of larger families.</p>	<p>EHA has created four six-bedroom units in the past three years to meet the needs of large families. The agency physically added to the structures of two existing units to create two six bedroom apartments and in two other cases combined two three bedroom units to create two six bedroom apartments. The EHA 5-Year Plan includes an objective to create one more six bedroom public housing unit by combining two three bedroom apartment units.</p>
<p>Site-based Waiting lists The Resident Advisory Board supports EHA’s decision to not institute site-based waiting lists in public housing program.</p>	<p>The EHA will not be instituting site based waiting lists for public housing.</p>
<p>“One Strike Policy” The Resident Advisory Board supports EHA’s efforts to provide drug-free, safe housing for all tenants and Section 8 participants. However, the Resident Advisory Board cautions EHA to avoid penalizing innocent tenants and Section 8 participants.</p>	<p>The EHA’s One Strike Policy reflects Congress’ expectation that housing authorities should provide for effective screening and termination policies that will promote safety and security measures to combat any type of drug-related and violent crime in their housing programs. The policy implements the new law which extends anti-drug and violent criminal behavior restrictions to public housing residents and to participants in the Section 8 program. The Housing Authority will deny admission to any household with a member who is illegally using, selling or making a controlled substance or who is using alcohol in a way that would interfere with a neighbor’s health, safety or peaceful enjoyment of their home and environment. Individuals with a criminal history of violence or registered lifetime sex offenders will also be denied admittance. These offenses by residents or program participants require the Housing Authority to terminate tenancy if any member of the household commits the offense. Individuals evicted for any of these offences will be denied admission for five years. Life-time sex offenders or individuals convicted of manufacturing or producing methamphetamine are excluded from housing assistance for life. It is EHA’s intention through its One Strike Policy to comply with Congressional intent and QHWRA. EHA recognizes the potential pit falls in implementing these requirements. It is EHA’s practice to be reasonable and judicious when considering the circumstances of a family where innocent family members may be harmed unnecessarily due to circumstances clearly beyond their control. The Housing Authority will support tenants and participants who are cooperative in enforcing rules designed to discourage crime and drug related activities in their home environment.</p>
<p>Optional Income Disregards and Rent Policies The Resident Advisory Board encourages EHA to actively support the efforts of families striving for economic self-sufficiency by providing optional earned income disregards or exclusions to its residents and program participants for expenses incurred for:</p>	<p>The new legislation provides for income disregards for Section 8 participants which are similar to those that a housing authority may opt to give public housing tenants. While the legislation gives housing authorities more flexibility to provide income disregards it did not appropriate funds to carry out this program change. In addition the EHA will need time to consider the impact the mandatory income disregards have on the public housing operating budget before expanding these benefits or extending them to Section 8 program participants.</p> <p>The mandatory income disregards for public housing means rent for most families who gain employment will not go up at all for 12 months and only by 50% of what the increase would have been for the second year. Two years of lost tenant income could</p>

<ul style="list-style-type: none"> • necessary car repairs; • work or education related day care; • non-reimbursed medical costs; and • educational expenses 	<p>create a significant loss of revenue for the operation of EHA’s public housing program. As a prudent business precaution, EHA does not have plans to implement additional income disregards or exclusions until the full impact of the mandatory provision is known.</p> <p>All families already receive a deduction for childcare costs and all elderly or disabled families receive deduction for most non-reimbursed medical costs. Educational expenses are not deductible but most income associated with schooling (scholarships, financial aid, work study) is not counted under current regulations.</p>
<p>Rent Increases Only on Annual Recertifications The Resident Advisory Board recommends that EHA only increase a public housing tenant’s rent or a Section 8 participant’s rental share annually at the time of the annual recertification.</p>	<p>EHA has examined the idea of only conducting annual recertifications. We are concerned about the unfairness implementing this practice would create for participants. For example: a resident who had an October annual recertification who had an income increase in August would be given his or her rent increase in October. If a similar tenant’s income (the same annual recertification month) did not increase until November, his or her rent would not be increased until the following October. In the first case, the rent increased within two months of the income increase; in the second case the rent did not increase for eleven months.</p> <p>The EHA does currently implement an income threshold for public housing tenants. Tenants who report an income increase that results in a Total Tenant Payment (TTP) of \$15.00 or less per month will not receive a rent increase.</p>
<p>Support Self-Sufficiency Efforts The Resident Advisory Board strongly encourages EHA to emphasize on programs like Welfare to Work. EHA is encouraged to foster relationships with social service providers, employers, and other interested parties in order to increase the number and attractiveness of employment opportunities.</p>	<p>It is the EHA’s intention to continue to promote self-sufficiency and employment opportunities for households in need of housing assistance and receiving assistance. EHA has described, in its 5 - Year Plan on page 2, in its goal to improve community quality of life and economic vitality, its objective to increase by 25% the number of households with earned income living in public housing and participating in the Section 8 program.</p>

Maintenance

- The Resident Advisory Board is concerned that the public housing maintenance policies be more clearly articulated, that the policies be uniform in their application and that the Everett Housing Authority will provide opportunity for tenants to review these policies. To this end the Resident Advisory Board encourages the Housing Authority to create a manual for staff and residents which will identify specific policies and practices and make reference to applicable Washington State laws regarding maintenance.
- Specific recommendations also included the following:
- EHA should encourage tenants and participants to have a third party present at inspections
- EHA should accept work orders by phone or in writing
- EHA should provide copies of all written work orders to tenants and EHA should respond in writing within 3 days following a work order request indicating what action will be taken on the request
- EHA should provide a precise definition of “normal wear and tear” and establish reasonable housekeeping standards and work with tenants and participants to help them meet these standards
- EHA should make a significant effort to provide information to Section 8 participants regarding their rights to request and receive maintenance services from landlords

EHA agrees it would be beneficial for maintenance policies, procedure and guidelines to be more clearly articulated and that more educational opportunities for residents to discuss maintenance issues would be helpful to tenants and program participants.

EHA’s agency plan includes an updated maintenance policy. It is also the agency’s intention to continue to review its maintenance policies and practices and to use a resident review process to do so. The Resident Advisory Board will be asked for input in this policy review. A tenant handbook including information about policies, rules, practices and state law is something the agency is interested in doing and could be an outcome of the policy review process.

The EHA does currently encourage residents to have third parties present during inspections.

It also does accept work orders for maintenance requests from public housing tenants by phone or in writing and it plans to continue to do so.

EHA currently provides the tenant with a copy of any work order for which the tenant is being charged. The overwhelming number of work orders are completed within three days. The Housing Authority does not desire to have a mandatory requirement for a written status report on work orders, but will work with residents to develop and improved communication process so that residents will have an idea of the status of work orders that will take more than normal time to complete.

Housekeeping standards are currently addressed in an addendum to the public housing lease and reviewed when the lease is signed. The term “normal wear and tear” is statutory and deliberately vague. Precise definition is not possible but the Housing Authority does advise residents of its expectation regarding care of house. There may be times, in addition to the lease signing, when a review of housekeeping rules with tenants would be helpful or appropriate. EHA is willing to work with residents to provide additional opportunities for residents to become informed about housekeeping standards.

Section 8 program participants are currently informed of normal landlord responsibilities during their Section 8 briefing. The lease also describes rights and responsibilities concerning the maintenance of their homes.

<p>Rent Abatement The Resident Advisory Council encourages EHA to aggressively utilize rent abatement</p>	<p>EHA is required to ensure every owner is in compliance with HQS standards and to give owners thirty day notice of its intent to use rent abatement if an owner is not in compliance with housing quality standards. In an emergency situation the landlord must respond within 24 hours. EHA has been and will continue to be aggressive in ensuring landlord compliance with all pertinent regulations and obligations.</p>
<p>Grievances and Hearing Rights</p> <p>The Resident Advisory Board recommends:</p> <ul style="list-style-type: none"> • Section 8 participants requesting a hearing have a choice of either a hearing officer or a hearing board. • The tenant or participant requesting a hearing should be entitled to a taped hearing and the recorder and tape be provided by EHA; • EHA should consider valid reasons for missing any time limits on requesting a grievance hearing • EHA should provide information on available legal services on any termination notice or notice of adverse action that it may send out. 	<p>Regulation requires the Housing Authority to provide for a fair informal hearing process before an impartial hearing officer. The process EHA is currently using is administratively simpler to implement than a panel process. In addition EHA's current hearing process for Section 8 meets the regulation requirement and appears to be satisfactory. Since there is not compelling reason to change this hearing practice the agency believes simplicity is preferable, and will maintain the current practice.</p> <p>All program participants have the right to tape a hearing session they are involved in. If EHA chooses to tape a hearing the tenant has the right to request a copy of the taped proceedings. EHA considers it an unnecessary burden to provide the tape recorder and tapes to record all hearings.</p> <p>The agency considers it current policies adequate for requesting a grievance hearing. In truly unusual circumstances, the Housing Authority will waive a deadline. To require exceptions would be to eliminate the meaning and purpose of time limits. The Everett Housing Authority considers this requirement to be reasonable and Section 8 participants to be capable of understanding the importance of meeting deadlines.</p> <p>It is inappropriate to make notification of legal services a mandatory requirement. Should such a notice not be included in a notification letter the notice would be voided. In addition legal services are not generally available at this time so providing the information will be misleading. EHA is willing to informally discuss the matter of informing program tenants and participants of legal services resources with Columbia Legal Services or other similar agencies.</p>

<p>Supportive Services The Resident Advisory Board encourages EHA to continue its partnership with Senior Services of Snohomish County to provide service coordination programs to the elderly and disabled in public housing. It also encourages EHA to expand service coordination assistance to families living in public housing and to Section 8 program participants.</p>	<p>EHA has included in its 5 Year Plan its intention to attempt to continue the supportive service programs it operates and will be seeking resources to continue and/or expand these types of services for all of its program participants. EHA anticipates that the Welfare to Work program will through the program’ partnering agencies significantly expand supportive services to program participants. EHA has also received a grant to continue its Section 8 Self-Sufficiency program for another year so regular Section 8 participants who elect to take advantage of this program will receive additional supportive services.</p>
<p>Homeownership The Resident Advisory Board recommends that EHA pursue development of programs that make homeownership a realistic goal as long as resources are not diverted from programs serving individuals for whom home ownership is not a realistic goal.</p>	<p>The EHA has seen its primary role as one of providing rental assistance to low-income people. The proposed Section 8 regulations give housing authorities the option to allow participants to use their subsidy for mortgage payment as a reasonable accommodation. Due to the recent increasing national interest in using subsidy assistance to enable low-income people to become homeowners the agency is becoming increasingly interested in looking at program possibilities. The EHA has included in its 5-Year Plan goals an objective to permit the development of a pilot Section 8 homeownership program.</p> <p>In addition EHA’s FSS program, while not technically a homeownership program, can facilitate a home purchase through the use of the funds saved in the tenant’s escrow account.</p>
<p>Permanent Resident Advisory Board The Resident Advisory Board recommends that the board should continue as a standing representative council of public housing tenants and Section 8 participants. The Resident Advisory Board believes the EHA should provide financial and staff resources to the board sufficient to allow it to hold elections, keep its constituents informed, and conduct its business.</p>	<p>The agency agrees that it is important to promote the continuity of leadership by providing for a continuing Resident Advisory Board and has indicated in its 5-Year Plan that it will be made (through Board Resolution) a standing committee. Dissemination of pertinent information relating to the election process and the role of the Resident Advisory Board in the agency’s planning process and development of its 5-Year and Annual Plan should be a joint responsibility of the Resident Advisory Board and the agency. The conduct of elections and information concerning the board’s activities would typically be considered to be the purview of the council. EHA will provide resources to the Resident Advisory Board in a manner commiserate with the assistance it provides to resident councils. EHA views its primary role as one in which it contributes staff resource time to help a council form and then to participate as a resource to the council on an ongoing basis in order to facilitate a forum for discussion between residents and management. Activities beyond this are viewed as being self-directed and as such the resource development for any additional activities is considered to be up to the members of the advisory board.</p>

<p>Nicholas Straley, Columbia Legal Services Mr. Straley suggested the Housing Authority consider whatever can be done to lessen the reporting burden and rent burden in order to help families become self-sufficient or remain self-sufficient.</p>	<p>The Housing Authority is committed to helping families become self-sufficient. After the impact of rent loss from the mandatory income disregards is determined the Housing Authority will be in a better position to consider the appropriateness of additional income disregards. The Housing Authority is not interested in changing income reporting requirements at this time.</p>
<p>Gabriele Edwards, Resident Advisory Board Ms. Edward commented that the Resident Advisory Board understood from conversation with staff members that not all recommendations would be implanted automatically but, the Housing Authority would continue to look very closely at the concerns of the Resident Advisory Board.</p>	<p>It is the Housing Authority's intent to continue dialogue with the Resident Advisory Board regarding all it's current recommendation. Future discussions regarding these and other matters will assist the Housing Authority to create policies that are fair and that are responsive to resident and program participant need.</p>
<p>Mrs. Arlene Grimm, Bakerview resident Mrs. Grimm inquired whether Co-op housing was similar to Public Housing.</p>	<p>A description of a local agency's Co-op project was provided.</p>

EVERETT HOUSING AUTHORITY
ORGANIZATION CHART
 APRIL 11, 2000

Lyle Ryan
Commissioner
Position 1

Barbara Yates
Commissioner
Position 2

Michael Sells
Commissioner
Position 3

George Perez, Jr.
Commissioner
Position 4

David Dorsey
Commissioner
Position 5

Jay Cole
Commissioner
Position 6

R. Michael Kight
Legal Counsel

Allan L. White
Executive Director

Carol Lee
Administrative Assistant

Bud Alkire
Assistant Executive Director
Rental Director

Al Ashley
Finance Director

Stephen Painter
Maintenance Director

Jan McDaniel
Development Director

Paul Wenger
Rental Supervisor

Elaine Stevens
Lead Rental Officer S8

Pat Reifel
Rental Officer S8

Althea Anderson
Rental Officer S8

Sandra Back
Rental Officer S-8

Corinne Schakel
Rental Officer S-8

Gary Ferguson
Rental Officer S-8

Amy Vasquez
Rental Assistant S-8

Natalya Bugaychuk
Rental Assistant B.V.

Vacant
Rental Assistant S-8

Genia Koonce
Caretaker, B.V.

Howard Brown
Caretaker, B.V.

Clayton Nieuwendorp
Caretaker, B.V.

Cathleen King
Housing Specialist

Thomas Jarrard
Rental Officer PH

Diane Lutovsky
Rental Officer PH

Pam Rorvick
Housing Mgr. 12 Pines

Judy Blankship
FSS Coordinator

Debra Mondares
Inspector S-8

Larry Iverson
Inspector S-8

Shelle Singer
Inspector S-8

Elizabeth Fowler
Applications Clerk

Sara Ahead
Receptionist

Harold Wright
Caretaker, B.V.

Leona Meyers
Food Services Manager

Wendy Lynch
Asst. Food Svcs Manager

Dana Wilkinson
Cook

Terry Hogan
Cook

J Kelly Williams
Cook

3 Lead Servers
5 Servers

Caretakers
Broadway Plaza

Alice Sundvor
Caretaker, B.P.

Bruce Redwine
Caretaker, B.P.

Winifred Forsgreen
Caretaker, B.P.

Glenda Creton
Caretaker, B.P.

Aroon Chandran
Maint. Custodian II

Willie Cardona
Maint. Custodian

Sharon Bosma
Service Coord.

Erica Bockner
Rental Assistant

Fran Hanegan
Office Aide

Sylvia Colliers
Office Aide

Aladene Jenkins
Office Aide

Denorah Moskowit
Hope Supervisor

Susan Davis
Clerical Assistant

Cathy Mutschler
Service Coordinator

Chris Tuohy
Service Coordinator

Gwen Danforth
Admin. Specialist

Larry Howe
Accounting Tech.

Jennifer Burnette
Payroll/Accts. Payable Clk

Anna Nikolina
General Clerk

Paul Erickson
Computer Svcs Coord.

Ginger Stein
Maintenance Clerk

Gordon Witter
Maint. Mech. Lead I

Gordon Thompson
Maint. Mechanic

Victor Anderson
Maint. Mechanic

Linh Tran
Maint. Mechanic

Trish Nush
Maintenance Laborer

Mark Green
Maintenance Laborer

Barbara Kimpe
Groundskeeper

Hung Do
Entry Level Mower

Jack Long
Painter Lead II

David Adams
Painter

Tim Stelovich
Painter

Mary Lou Martian
Maint. Custodian

Andrey Pavenko
Maint. Custodian

Richard McInnis
Maint. Custodian

Tatyana Revutsky
Office Janitor - Colby

Brenda McLeod
Development Assistant

Bill Langus
Const. Supervisor

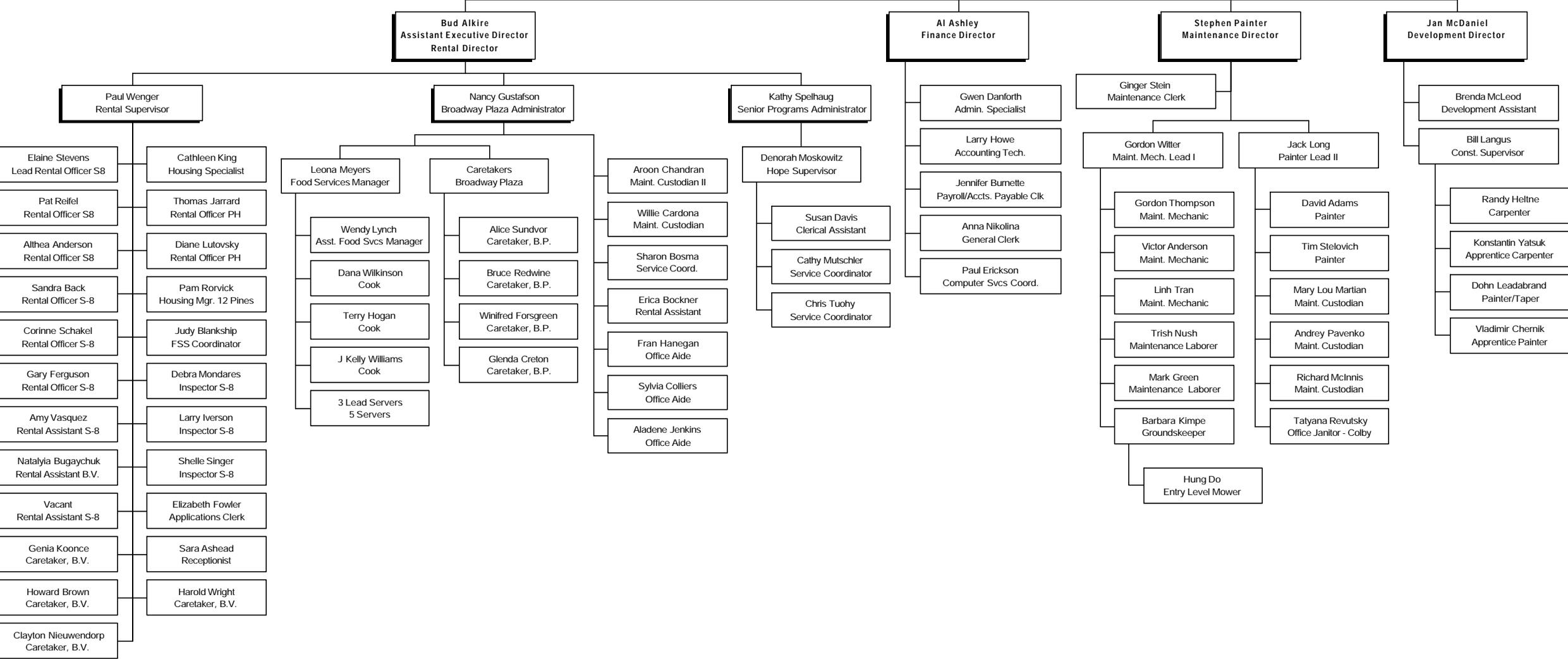
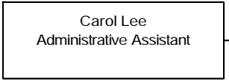
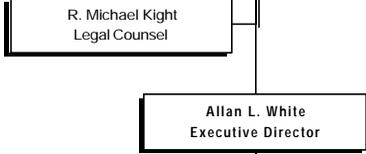
Randy Helne
Carpenter

Konstantin Yatsuk
Apprentice Carpenter

Dohn Leadabrand
Painter/Taper

Vladimir Chernik
Apprentice Painter

EVERETT HOUSING AUTHORITY
ORGANIZATION CHART
 APRIL 11, 2000



RESOLUTION NO. 875

The following Resolution was introduced by Commissioner Dorsey, read in full and considered:

RESOLUTION INCREASING SIZE OF THE BOARD OF COMMISSIONERS

WHEREAS, the Housing Authority of the City of Everett (the "Authority") has been mandated by the U.S. Department of Housing and Urban Development to include, among its Commissioners, one (1) person who is a "directly assisted" person ("Federal Mandate"); and

WHEREAS, the Washington State Legislature has passed enabling legislation ("Authorizing Legislation") to permit the Authority to comply with the Federal Mandate; and

WHEREAS, the Authorizing Legislation provides an option for the Authority to increase the number of Commissioners to six (6) in order to comply with the Federal Mandate; and

WHEREAS, the Authority has elected to increase its membership in accordance with the Authorizing Legislation to six (6);

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Everett that a position No. 6 be and hereby is established, which Position No. 6 shall be filled by a "directly assisted" person, in accordance with the rules and procedures set forth in the attached document entitled "Rules and Procedures for Appointment to Position No. 6" - Board of Commissioners", which Rules and Procedures are hereby adopted by the Authority.

DATED this 30th day of August, 1999.

Commissioner _____ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner _____ and upon roll call the "Ayes" and "Nays" were as follows:

AYES

NAYS

The chair thereupon declared said motion carried and said resolution adopted.

Chair, Board of

Commissioners

ATTEST:

Secretary

**RULES AND PROCEDURES FOR APPOINTMENT TO
POSITION NO. 6 - BOARD OF COMMISSIONERS**

1. Position No. 6 shall be a "directly assisted person", as hereinafter defined, who is appointed by the Mayor of the City of Everett ("Mayor").
2. Sixty (60) days prior to the end of a term of Commissioner Position No. 6 or immediately upon a vacancy occurring in Position No. 6, Resident Councils and staff will be requested to provide to the Board of Commissioners the names of persons whom they believe are qualified to serve as Commissioner in Position No. 6. The Board of Commissioners shall review the suggested names and consider such other persons as the Board of Commissioners deems to be qualified.
3. The Board shall, by resolution, submit to the Mayor the names of at least three persons it recommends for consideration.
4. The Executive Director shall advise the Mayor of the eligibility to serve of any other persons identified by the Mayor.
5. The initial term of the Commissioner appointed to Position No. 6 shall extend to October 6, 2005. Subsequent terms shall be for five year periods, excepting, however, that in the event of a vacancy the term of the replacement Commissioner shall serve out the remaining term. A person may be eligible for reappointment as Commissioner in Position No. 6.
6. The person appointed by the Mayor shall be sworn in upon receipt of evidence of his or her appointment, unless the Executive Director certifies that said person is not a "directly assisted person" and so notifies the Mayor in writing. A "directly assisted person" is defined as a resident of Everett, Washington, who is a resident of housing provided by the Housing Authority of the City of Everett ("Authority"), or is the beneficiary of a housing subsidy administered by the Authority, or is a participant in a home ownership program sponsored by the Authority.
7. The Commissioner for Position No. 6 will serve only so long as he or she is a "directly assisted person". Such a Commissioner will cease to serve and to hold said office immediately upon the written certification by the Executive Director that said Commissioner is not a "directly assisted person". A copy of such certification shall be provided to the affected Commissioner, the Board of Commissioners, and the Mayor.

Five-Year Action Plan Part I: Summary Capital Fund Program		U. S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB Approval No.2577-0157 (exp. 7/31/98)	
HA: Name: Housing Authority of the City of Everett		Locality: (City/County & State) Everett, Snohomish, Washington			<input checked="" type="checkbox"/> Original Revision No. _____	
A. Development Number/Name		Work Stmt. For Year 1 FFY: 1999	Work Statement for Year 2 FFY: 2001	Work Statement for Year 3 FFY: 2002	Work Statement for Year 4 FFY: 2003	Work Statement for Year 5 FFY: 2004
6001: Baker Heights		See Annual Statement	\$ 11,500.00	\$ 187,059.00	\$ 13,184.50	\$ 76,492.00
6002: Grandview			\$ 788,759.00	\$ 557,259.00	\$ 599,150.00	\$ 643,853.00
6003: Bakerview Apartments			\$ 10,815.00	\$ 14,000.00	\$ 12,669.00	\$ 85,250.00
6004: Pineview			\$ 4,230.00	\$ 24,467.00	\$ 6,100.00	\$ 15,500.00
6005: Scattered Sites			\$ 1,200.00	\$ 20,605.00	\$ 103,072.00	\$ -
6006: Scattered Sites			\$ -	\$ -	\$ 6,375.00	\$ -
6008: Scattered Sites			\$ -	\$ -	\$ 11,100.00	\$ -
B. Physical Improvements Subtotal (1460/1465)			\$ 816,504.00	\$ 803,390.00	\$ 751,650.50	\$ 821,095.00
C. Management Improvements (1408)			\$ 93,000.00	\$ 72,000.00	\$ 73,000.00	\$ 62,000.00
D. HA-Wide Nondwelling Structures and Equipment (1470/1475)		\$ 1,336.00	\$ 26,000.00	\$ 58,189.50	\$ 29,745.00	
Special HA Wide Work				\$ 20,000.00		
E. Administration (1410)		\$ 103,000.00	\$ 104,000.00	\$ 104,000.00	\$ 104,000.00	
F. Other (1430/1495/1502)		\$ 35,000.00	\$ 43,450.00	\$ 42,000.00	\$ 32,000.00	
G. Operations (1406)		\$ -	\$ -	\$ -	\$ -	
H. Demolition (1485)		\$ -	\$ -	\$ -	\$ -	
I. Replacement Reserve		\$ -	\$ -	\$ -	\$ -	
J. Mod Used for Development		\$ -	\$ -	\$ -	\$ -	
K. Total CGP Funds		\$ 1,048,840.00	\$ 1,048,840.00	\$ 1,048,840.00	\$ 1,048,840.00	
L. Total Non-CGP Funds		\$ -	\$ -	\$ -	\$ -	
M. Grand Total		\$ 1,048,840.00	\$ 1,048,840.00	\$ 1,048,840.00	\$ 1,048,840.00	
Signature of Executive Director:				Signature of Public Housing Director and Date:		

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
114	Playground Areas			114	Playground Areas	
124	ADA Compliance			124	ADA Compliance	
126	Mail Box Facilities			126	Mail Box Facilities	
128	Clothesline Replacement			128	Clothesline Replacement	
212	Asphalt or fiberglass shingles		\$ 5,000.00	212	Asphalt or fiberglass shingles	
219	Roof Drainage		\$ 1,500.00	219	Roof Drainage	
405	Resilient Flooring			405	Resilient Flooring	
410	Kitchen Floor			410	Kitchen Floor	
433	Hot Water Tank Replacement			433	Hot Water Tank Replacement	
441	Smoke/fire Detectors			441	Smoke/fire Detectors	
445	Upgrade Bath			445	Upgrade Bath	
447	Firewalls/draftwalls in attics and storage areas		\$ 3,500.00	447	Firewalls/draftwalls in attics and storage areas	
450	Carbon Monoxide Detectors			450	Carbon Monoxide Detectors	
506	Ball field Restoration			506	Ball field Restoration	
524	Asbestos Abatement: Social Hall			524	Asbestos Abatement: Social Hall	
Subtotal of Estimated Cost			\$ 10,000.00	Subtotal of Estimated Cost		
525	Resilient Flooring			525	Resilient Flooring	

6001: BAKER HEIGHTS

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
529	Plumbing Upgrade	1	\$ 1,500.00	529	Plumbing Upgrade	
569	Offices/additions/remodel			569	Offices/additions/remodel	
Subtotal of Estimated Cost			\$ 1,500.00	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 11,500.00	Year 3 Total Estimated Cost for		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	114	Playground Areas	Prelim	\$ 1,000.00	114	Playground Areas
	124	ADA Compliance	Prelim	\$ 1,000.00	124	ADA Compliance
	126	Mail Box Facilities	Prelim	\$ 1,000.00	126	Mail Box Facilities
	128	Clothesline Replacement	Prelim	\$ 1,000.00	128	Clothesline Replacement
\$ 74,760.00	212	Asphalt or fiberglass shingles			212	Asphalt or fiberglass shingles
\$ 24,508.00	219	Roof Drainage			219	Roof Drainage
	405	Resilient Flooring	Prelim	\$ 1,000.00	405	Resilient Flooring
	410	Kitchen Floor	Prelim	\$ 1,000.00	410	Kitchen Floor
\$ 7,791.00	433	Hot Water Tank Replacement			433	Hot Water Tank Replacement
\$ 5,000.00	441	Smoke/fire Detectors			441	Smoke/fire Detectors
	445	Upgrade Bath	Prelim	\$ 1,000.00	445	Upgrade Bath
\$ 75,000.00	447	Firewalls/draftwalls in attics and storage areas			447	Firewalls/draftwalls in attics and storage areas
	450	Carbon Monoxide Detectors	Prelim	\$ 1,000.00	450	Carbon Monoxide Detectors
	506	Ball field Restoration	Prelim	\$ 1,000.00	506	Ball field Restoration
	524	Asbestos Abatement: Social Hall	1	\$ 3,184.50	524	Asbestos Abatement: Social Hall
\$ 187,059.00	Subtotal of Estimated Cost			\$ 12,184.50	Subtotal of Estimated Cost	
	525	Resilient Flooring			525	Resilient Flooring

6001: BAKER HEIGHTS

ar 5	
Quantity	Estimated Cost
	\$ 49,200.00
	\$ 21,292.00
1	\$ 3,000.00
	\$ 73,492.00
1	\$ 3,000.00

6001: BAKER HEIGHTS

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
101	Landscaping			101	Landscaping	
103	New Parking Areas/Driveways			103	New Parking Areas/Driveways	
104	Paved Walks/Surfaces		\$ 40,000.00	104	Paved Walks/Surfaces	
106	Steps and Ramps		\$ 25,000.00	106	Steps and Ramps	
107	Fencing (and by highway dept)			107	Fencing (and by highway dept)	
109	Drainage		\$ 50,000.00	109	Drainage	
111	Furniture (Fixed)	1 Set	\$ 2,400.00	111	Furniture (Fixed)	
114	Playground Area			114	Playground Area	
115	Basketball Courts	1	\$ 5,000.00	115	Basketball Courts	
117	Underground Electrical Distribution			117	Underground Electrical Distribution	
118	Water Lines: Transfer to City			118	Water Lines: Transfer to City	
120	Sanitary Lines: Transfer to City			120	Sanitary Lines: Transfer to City	
124	ADA Compliance			124	ADA Compliance	
126	Mail Box Facilities			126	Mail Box Facilities	
127	Soil Contamination Removal		\$ 45,000.00	127	Soil Contamination Removal	
Subtotal of Estimated Cost			\$ 167,400.00	Subtotal of Estimated Cost		
150	Remove and Abate Underground Oil Tanks		\$ 45,000.00	150	Remove and Abate Underground Oil Tanks	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
204	Wood/Vinyl or Aluminum Walls			204	Wood/Vinyl or Aluminum Walls	
219	Roof Drainage			219	Roof Drainage	
220	Small Window Replacement			220	Small Window Replacement	
221	Large Window Replacement			221	Large Window Replacement	
222	Metal Doors			222	Metal Doors	
233	Storage Sheds			233	Storage Sheds	
265	Electrical Services			265	Electrical Services	
412	Range/Hood	12	\$ 5,400.00	412	Range/Hood	12
413	Refrigerators	12	\$ 4,200.00	413	Refrigerators	12
432	Furnace Replacement		\$ 29,100.00	432	Furnace Replacement	
433	Hot Water Tank Replacement	12	\$ 10,000.00	433	Hot Water Tank Replacement	10
442	Bedroom Window Emergency Egress Comp			442	Bedroom Window Emergency Egress Comp	
524	Asbestos Abatement			524	Asbestos Abatement	
Subtotal of Estimated Cost			\$ 93,700.00	Subtotal of Estimated Cost		

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
570	Rec Center Remodel			570	Rec Center Remodel	
585	Range/Hood			585	Range/Hood	
586	Refrigerator			586	Refrigerator	
587	Dishwasher			587	Dishwasher	
	Major Interior Renovation	12	\$ 527,659.00		Major Interior Renovation	12
	wall insulation, ceiling insulation, chimneys, wall & ceiling construction, floor construction, wall & ceiling finishes, resilient flooring, doors & frames, asbestos abatement, kitchen wall & ceiling surfaces, kitchen floor, cabinets, counter tops, sinks, bath wall & ceiling surfaces, bath resilient flooring, bath fixtures, bath fans, bath accessories, bath vanities, all 1/2 bath items, thermostats, electric wiring, smoke & fire detection, firewalls and draft walls, window covers, carbon monoxide detectors, plumbing upgrade, fire extinguishers.				wall insulation, ceiling insulation, chimneys, wall & ceiling construction, floor construction, wall & ceiling finishes, resilient flooring, doors & frames, asbestos abatement, kitchen wall & ceiling surfaces, kitchen floor, cabinets, counter tops, sinks, bath wall & ceiling surfaces, bath resilient flooring, bath fixtures, bath fans, bath accessories, bath vanities, all 1/2 bath items, thermostats, electric wiring, smoke & fire detection, firewalls and draft walls, window covers, carbon monoxide detectors, plumbing upgrade, fire extinguishers.	
Subtotal of Estimated Cost			\$ 527,659.00	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 788,759.00	Year 3 Total Estimated Cost for		

		Work Statement of Year 4 FFY: 2003			Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	101	Landscaping	Prelim	\$ 1,000.00	101	Landscaping
\$ 10,000.00	103	New Parking Areas/Driveways		\$ 5,531.00	103	New Parking Areas/Driveways
	104	Paved Walks/Surfaces		\$ 1,000.00	104	Paved Walks/Surfaces
	106	Steps and Ramps		\$ 1,000.00	106	Steps and Ramps
	107	Fencing (and by highway dept)		\$ 1,000.00	107	Fencing (and by highway dept)
	109	Drainage			109	Drainage
	111	Furniture (Fixed)			111	Furniture (Fixed)
	114	Playground Area	1	\$ 30,000.00	114	Playground Area
	115	Basketball Courts			115	Basketball Courts
	117	Underground Electrical Distribution	Prelim	\$ 1,000.00	117	Underground Electrical Distribution
	118	Water Lines: Transfer to City	Prelim	\$ 1,000.00	118	Water Lines: Transfer to City
	120	Sanitary Lines: Transfer to City	Prelim	\$ 1,000.00	120	Sanitary Lines: Transfer to City
	124	ADA Compliance	Prelim	\$ 1,000.00	124	ADA Compliance
	126	Mail Box Facilities	Prelim	\$ 1,000.00	126	Mail Box Facilities
	127	Soil Contamination Removal		\$ 1,000.00	127	Soil Contamination Removal
\$ 10,000.00	Subtotal of Estimated Cost			\$ 45,531.00	Subtotal of Estimated Cost	
	150	Remove and Abate Underground Oil Tanks			150	Remove and Abate Underground Oil Tanks

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 4 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	204	Wood/Vinyl or Aluminum Walls	Prelim	\$ 1,000.00	204	Wood/Vinyl or Aluminum Walls
	219	Roof Drainage	Prelim	\$ 1,000.00	219	Roof Drainage
	220	Small Window Replacement	Prelim	\$ 1,000.00	220	Small Window Replacement
	221	Large Window Replacement	Prelim	\$ 1,000.00	221	Large Window Replacement
	222	Metal Doors	Prelim	\$ 1,000.00	222	Metal Doors
	233	Storage Sheds	Prelim	\$ 1,000.00	233	Storage Sheds
	265	Electrical Services	Prelim	\$ 1,000.00	265	Electrical Services
\$ 5,400.00	412	Range/Hood	12	\$ 5,400.00	412	Range/Hood
\$ 4,200.00	413	Refrigerators	12	\$ 4,200.00	413	Refrigerators
	432	Furnace Replacement		\$ 1,000.00	432	Furnace Replacement
\$ 10,000.00	433	Hot Water Tank Replacement			433	Hot Water Tank Replacement
	442	Bedroom Window Emergency Egress Comp	Prelim	\$ 1,000.00	442	Bedroom Window Emergency Egress Comp
	524	Asbestos Abatement	1	\$ 5,060.00	524	Asbestos Abatement
\$ 19,600.00	Subtotal of Estimated Cost			\$ 23,660.00	Subtotal of Estimated Cost	

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	570	Rec Center Remodel	1	\$ 450.00	570	Rec Center Remodel
	585	Range/Hood	1	\$ 500.00	585	Range/Hood
	586	Refrigerator	1	\$ 600.00	586	Refrigerator
	587	Dishwasher	1	\$ 750.00	587	Dishwasher
\$ 527,659.00		Major Interior Renovation	12	\$ 527,659.00		Major Interior Renovation
		wall insulation, ceiling insulation, chimneys, wall & ceiling construction, floor construction, wall & ceiling finishes, resilient flooring, doors & frames, asbestos abatement, kitchen wall & ceiling surfaces, kitchen floor, cabinets, counter tops, sinks, bath wall & ceiling surfaces, bath resilient flooring, bath fixtures, bath fans, bath accessories, bath vanities, all 1/2 bath items, thermostats, electric wiring, smoke & fire detection, firewalls and draft walls, window covers, carbon monoxide detectors, plumbing upgrade, fire extinguishers.				wall insulation, ceiling insulation, chimneys, wall & ceiling construction, floor construction, wall & ceiling finishes, resilient flooring, doors & frames, asbestos abatement, kitchen wall & ceiling surfaces, kitchen floor, cabinets, counter tops, sinks, bath wall & ceiling surfaces, bath resilient flooring, bath fixtures, bath fans, bath accessories, bath vanities, all 1/2 bath items, thermostats, electric wiring, smoke & fire detection, firewalls and draft walls, window covers, carbon monoxide detectors, plumbing upgrade, fire extinguishers.
\$ 527,659.00	Subtotal of Estimated Cost			\$ 529,959.00	Subtotal of Estimated Cost	
\$ 557,259.00	Year 4 Total Estimated Cost for			\$ 599,150.00	Year 5 Total Estimated Cost for	

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Quantity	Estimated Cost
12	\$ 5,400.00
12	\$ 4,200.00
12	\$ 20,000.00
	\$ 49,600.00

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
112	Private Yards and Enclosures	10	\$ 1,000.00	112	Private Yards and Enclosures	
118	Water Lines			118	Water Lines	
120	Sanitary Lines			120	Sanitary Lines	
207	Wall Insulation			207	Wall Insulation	
218	Elevator Penthouse			218	Elevator Penthouse	
221	Large Windows			221	Large Windows	
224	Glass Doors			224	Glass Doors	
228	Exterior Stairs			228	Exterior Stairs	
229	Building Mounted Site Lights			229	Building Mounted Site Lights	
236	Vestibules			236	Vestibules	
237	Corridors; renovation; asbestos abatement			237	Corridors; renovation; asbestos abatement	
242	Laundry Equipment-ADA			242	Laundry Equipment-ADA	
244	Rec Rooms			244	Rec Rooms	
245	Other Rooms			245	Other Rooms	
247	Storage Rooms			247	Storage Rooms	
Subtotal of Estimated Cost			\$ 1,000.00	Subtotal of Estimated Cost		
248	Trash Rooms			248	Trash Rooms	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
250	Add Laundry Facilities			250	Add Laundry Facilities	
303	Water Distribution: Replace/Reline			303	Water Distribution: Replace/Reline	Prelim
304	Sanitary Distribution			304	Sanitary Distribution	Prelim
305	Fire Extinguishers or Fire Suppression			305	Fire Extinguishers or Fire Suppression	Prelim
313	Fire & Smoke Detection/Fire Alarm system			313	Fire & Smoke Detection/Fire Alarm system	
403	Wall and Ceiling Finishes			403	Wall and Ceiling Finishes	Prelim
405	Resilient Flooring			405	Resilient Flooring	Prelim
406	Doors and Frames			406	Doors and Frames	
411	Cabinets/Counters/Sink			411	Cabinets/Counters/Sink	Prelim
412	Range/Hood and/or Exhaust Fans			412	Range/Hood and/or Exhaust Fans	Prelim
415	Bath Wall / Ceiling Surfaces			415	Bath Wall / Ceiling Surfaces	Prelim
434	Thermostats	151	\$ 4,530.00	434	Thermostats	
438	Doorbell/Intercom			438	Doorbell/Intercom	Prelim
Subtotal of Estimated Cost			\$ 4,530.00	Subtotal of Estimated Cost		

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
441	Smoke/Fire Detectors	151	\$ 5,285.00	441	Smoke/Fire Detectors	
454	Plumbing Upgrade			454	Plumbing Upgrade	Prelim
589	Vehicle for Resident Transportation			589	Vehicle for Resident Transportation	
Subtotal of Estimated Cost			\$ 5,285.00	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 10,815.00	Year 3 Total Estimated Cost for		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 4 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	112	Private Yards and Enclosures			112	Private Yards and Enclosures
	118	Water Lines			118	Water Lines
	120	Sanitary Lines			120	Sanitary Lines
	207	Wall Insulation			207	Wall Insulation
	218	Elevator Penthouse			218	Elevator Penthouse
	221	Large Windows			221	Large Windows
	224	Glass Doors			224	Glass Doors
	228	Exterior Stairs			228	Exterior Stairs
	229	Building Mounted Site Lights			229	Building Mounted Site Lights
	236	Vestibules			236	Vestibules
	237	Corridors; renovation; asbestos abatement	Prelim	\$ 1,169.00	237	Corridors; renovation; asbestos abatement
	242	Laundry Equipment-ADA			242	Laundry Equipment-ADA
	244	Rec Rooms	1	\$ 5,000.00	244	Rec Rooms
	245	Other Rooms	1	\$ 1,000.00	245	Other Rooms
	247	Storage Rooms	1	\$ 1,500.00	247	Storage Rooms
\$ -	Subtotal of Estimated Cost			\$ 8,669.00	Subtotal of Estimated Cost	
	248	Trash Rooms	1	\$ 1,000.00	248	Trash Rooms

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 4 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	250	Add Laundry Facilities	Prelim	\$ 1,000.00	250	Add Laundry Facilities
\$ 1,000.00	303	Water Distribution: Replace/Reline			303	Water Distribution: Replace/Reline
\$ 1,000.00	304	Sanitary Distribution			304	Sanitary Distribution
\$ 5,000.00	305	Fire Extinguishers or Fire Suppression			305	Fire Extinguishers or Fire Suppression
	313	Fire & Smoke Detection/Fire Alarm system	Prelim	\$ 1,000.00	313	Fire & Smoke Detection/Fire Alarm system
\$ 1,000.00	403	Wall and Ceiling Finishes			403	Wall and Ceiling Finishes
\$ 1,000.00	405	Resilient Flooring			405	Resilient Flooring
	406	Doors and Frames			406	Doors and Frames
\$ 1,000.00	411	Cabinets/Counters/Sink			411	Cabinets/Counters/Sink
\$ 1,000.00	412	Range/Hood and/or Exhaust Fans			412	Range/Hood and/or Exhaust Fans
\$ 1,000.00	415	Bath Wall / Ceiling Surfaces			415	Bath Wall / Ceiling Surfaces
	434	Thermostats			434	Thermostats
\$ 1,000.00	438	Doorbell/Intercom			438	Doorbell/Intercom
\$ 13,000.00	Subtotal of Estimated Cost			\$ 3,000.00	Subtotal of Estimated Cost	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
103	Parking areas, driveways			103	Parking areas, driveways	34
104	Paved Walks/surfaces			104	Paved Walks/surfaces	1020 Sq. Ft
106	Steps and Ramps			106	Steps and Ramps	5
109	Drainage			109	Drainage	
110	Pole Mounted Lighting			110	Pole Mounted Lighting	Prelim
111	Furntire (fixed)	1 Set	\$ 1,200.00	111	Furntire (fixed)	
112	Private Yards and Enclosures			112	Private Yards and Enclosures	
114	Playground Areas			114	Playground Areas	
204	Wood/Vinyl or Aluminum Walls			204	Wood/Vinyl or Aluminum Walls	1
207	Wall Insulation			207	Wall Insulation	
229	Building Mounted site Lights	6	\$ 1,500.00	229	Building Mounted site Lights	
305	Fire Extinguishers or fire suppression	34	\$ 1,530.00	305	Fire Extinguishers or fire suppression	
401	Wall and Ceiling Construction			401	Wall and Ceiling Construction	
405	Resilient Flooring			405	Resilient Flooring	
				0		0
Subtotal of Estimated Cost			\$ 4,230.00	Subtotal of Estimated Cost		
406	Doors and Frames			406	Doors and Frames	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
407	Asbestos Flooring Abatement			407	Asbestos Flooring Abatement	
410	Kitchen Floor			410	Kitchen Floor	
441	Smoke/Fire Detectors			441	Smoke/Fire Detectors	
115	Basketball Courts			115	Basketball Courts	
231	Decks with Rails			231	Decks with Rails	
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 4,230.00	Year 3 Total Estimated Cost for		

		Work Statement of Year 4 FFY: 2003			Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
\$ 8,500.00	103	Parking areas, driveways			103	Parking areas, driveways
\$ 4,335.00	104	Paved Walks/surfaces			104	Paved Walks/surfaces
\$ 2,082.00	106	Steps and Ramps			106	Steps and Ramps
	109	Drainage			109	Drainage
\$ 1,000.00	110	Pole Mounted Lighting			110	Pole Mounted Lighting
	111	Furniture (fixed)			111	Furniture (fixed)
	112	Private Yards and Enclosures	Prelim	\$ 1,000.00	112	Private Yards and Enclosures
	114	Playground Areas	Prelim	\$ 1,000.00	114	Playground Areas
\$ 8,550.00	204	Wood/Vinyl or Aluminum Walls			204	Wood/Vinyl or Aluminum Walls
	207	Wall Insulation	Prelim	\$ 1,000.00	207	Wall Insulation
	229	Building Mounted site Lights			229	Building Mounted site Lights
	305	Fire Extinguishers or fire suppression			305	Fire Extinguishers or fire suppression
	401	Wall and Ceiling Construction			401	Wall and Ceiling Construction
	405	Resilient Flooring			405	Resilient Flooring
	0		0		0	0
\$ 24,467.00	Subtotal of Estimated Cost			\$ 3,000.00	Subtotal of Estimated Cost	
	406	Doors and Frames	Prelim	\$ 1,000.00	406	Doors and Frames

Estimated Cost	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	407	Asbestos Flooring Abatement			407	Asbestos Flooring Abatement
	410	Kitchen Floor	24	\$ 1,100.00	410	Kitchen Floor
	441	Smoke/Fire Detectors	Prelim	\$ 1,000.00	441	Smoke/Fire Detectors
	115	Basketball Courts			115	Basketball Courts
	231	Decks with Rails			231	Decks with Rails
\$ -	Subtotal of Estimated Cost			\$ 3,100.00	Subtotal of Estimated Cost	
\$ 24,467.00	Year 4 Total Estimated Cost for			\$ 6,100.00	Year 5 Total Estimated Cost for	

Five-Year Action Plan
 Part II: Supporting Pages
 Physical Needs Work Statement(s)
 Capital Fund Program

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

EHA
 OMB Approval No. 2577-0157 (exp. 7/31/98)

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Quantity	Estimated Cost
1	\$ 10,000.00
Prelim	\$ 1,000.00
Prelim	\$ 1,000.00
	\$ 12,000.00
Prelim	\$ 1,000.00

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
107	Fencing			107	Fencing	100 LF
112	private Yards and Enclosures			112	private Yards and Enclosures	7
124	ADA Compliance			124	ADA Compliance	6
204	Wood/Vinyl or Aluminum Walls			204	Wood/Vinyl or Aluminum Walls	1
208	Ceiling Insulation			208	Ceiling Insulation	25
212	Asphalt or Fiberglass Shingles			212	Asphalt or Fiberglass Shingles	
219	Roof Drainage (gutters/downspouts)			219	Roof Drainage (gutters/downspouts)	
220	Small Windows			220	Small Windows	
221	Large Windows			221	Large Windows	
222	Metal Doors			222	Metal Doors	
231	Decks with Rails			231	Decks with Rails	
233	Storage Sheds			233	Storage Sheds	
234	Garage			234	Garage	
305	Fire Extinguishers or fire suppression			305	Fire Extinguishers or fire suppression	25
410	Kitchen Floor			410	Kitchen Floor	
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost		
417	Bath Resilient Flooring	Prelim	\$ 1,200.00	417	Bath Resilient Flooring	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
454	Plumbing Upgrade			454	Plumbing Upgrade	
Subtotal of Estimated Cost			\$ 1,200.00	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 1,200.00	Year 3 Total Estimated Cost for		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
\$ 2,200.00	107	Fencing			107	Fencing
\$ 5,000.00	112	private Yards and Enclosures			112	private Yards and Enclosures
\$ 1,500.00	124	ADA Compliance			124	ADA Compliance
\$ 3,500.00	204	Wood/Vinyl or Aluminum Walls	6	\$ 17,000.00	204	Wood/Vinyl or Aluminum Walls
\$ 7,280.00	208	Ceiling Insulation			208	Ceiling Insulation
	212	Asphalt or Fiberglass Shingles	10	\$ 30,000.00	212	Asphalt or Fiberglass Shingles
	219	Roof Drainage (gutters/downspouts)	10	\$ 5,000.00	219	Roof Drainage (gutters/downspouts)
	220	Small Windows	30	\$ 6,600.00	220	Small Windows
	221	Large Windows	40	\$ 13,200.00	221	Large Windows
	222	Metal Doors	10	\$ 2,250.00	222	Metal Doors
	231	Decks with Rails	10	\$ 16,672.00	231	Decks with Rails
	233	Storage Sheds	5	\$ 4,750.00	233	Storage Sheds
	234	Garage	Prelim	\$ 1,200.00	234	Garage
\$ 1,125.00	305	Fire Extinguishers or fire suppression			305	Fire Extinguishers or fire suppression
	410	Kitchen Floor		\$ 5,400.00	410	Kitchen Floor
\$ 20,605.00	Subtotal of Estimated Cost			\$ 102,072.00	Subtotal of Estimated Cost	
	417	Bath Resilient Flooring			417	Bath Resilient Flooring

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	454	Plumbing Upgrade	Prelim	\$ 1,000.00	454	Plumbing Upgrade
\$ -	Subtotal of Estimated Cost			\$ 1,000.00	Subtotal of Estimated Cost	
\$ 20,605.00	Year 4 Total Estimated Cost for			\$ 103,072.00	Year 5 Total Estimated Cost for	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
204	Wood/Vinyl or Aluminum Walls			204	Wood/Vinyl or Aluminum Walls	
212	Asphalt or Fiberglass Shingles			212	Asphalt or Fiberglass Shingles	
441	Smoke/Fire Detectors			441	Smoke/Fire Detectors	
454	Plumbing Upgrade			454	Plumbing Upgrade	
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ -	Year 3 Total Estimated Cost for		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	204	Wood/Vinyl or Aluminum Walls	Prelim	\$ 1,000.00	204	Wood/Vinyl or Aluminum Walls
	212	Asphalt or Fiberglass Shingles	Prelim	\$ 1,000.00	212	Asphalt or Fiberglass Shingles
	441	Smoke/Fire Detectors	15	\$ 3,375.00	441	Smoke/Fire Detectors
	454	Plumbing Upgrade	Prelim	\$ 1,000.00	454	Plumbing Upgrade
\$ -	Subtotal of Estimated Cost			\$ 6,375.00	Subtotal of Estimated Cost	
\$ -	Year 4 Total Estimated Cost for			\$ 6,375.00	Year 5 Total Estimated Cost for	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
204	Wood/Vinyl or Aluminum Walls			204	Wood/Vinyl or Aluminum Walls	
212	Asphalt or Fiberglass Shingles			212	Asphalt or Fiberglass Shingles	
219	Roof Drainage (Gutters/downspouts)			219	Roof Drainage (Gutters/downspouts)	
220	Small Windows			220	Small Windows	
221	Large Windows			221	Large Windows	
231	Decks with Rails			231	Decks with Rails	
232	Porches with Roofs			232	Porches with Roofs	
454	Plumbing Upgrade			454	Plumbing Upgrade	
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ -	08-Jun		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	204	Wood/Vinyl or Aluminum Walls	Prelim	\$ 1,000.00	204	Wood/Vinyl or Aluminum Walls
	212	Asphalt or Fiberglass Shingles	Prelim	\$ 1,000.00	212	Asphalt or Fiberglass Shingles
	219	Roof Drainage (Gutters/downspouts)	Prelim	\$ 1,000.00	219	Roof Drainage (Gutters/downspouts)
	220	Small Windows	Prelim	\$ 100.00	220	Small Windows
	221	Large Windows	Prelim	\$ 1,000.00	221	Large Windows
	231	Decks with Rails	Prelim	\$ 1,000.00	231	Decks with Rails
	232	Porches with Roofs	Prelim	\$ 1,000.00	232	Porches with Roofs
	454	Plumbing Upgrade	4	\$ 5,000.00	454	Plumbing Upgrade
\$ -	Subtotal of Estimated Cost			\$ 11,100.00	Subtotal of Estimated Cost	
\$ -	Year 4 Total Estimated Cost for			\$ 11,100.00	Year 5 Total Estimated Cost for	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
600	Development Central Procurement Policies	1	\$ 5,000.00	600	Development Central Procurement Policies	1
601	Development preventive Maint Program			601	Development preventive Maint Program	
602	Human Resource Consultant	1	\$ 15,000.00	602	Human Resource Consultant	
603	Disaster Planning and Training	1	\$ 3,000.00	603	Disaster Planning and Training	1
604	Facility maintenance Training			604	Facility maintenance Training	
605	Related Training for Capital Funds	3	\$ 3,000.00	605	Related Training for Capital Funds	3
606	Asset Management Assetment	1	\$ 1,000.00	606	Asset Management Assetment	1
607	Security Services	1	\$ 1,000.00	607	Security Services	
609	Resident Training		\$ 5,000.00	609	Resident Training	
610	Service Coordiantor	1	\$ 5,000.00	610	Service Coordiantor	
611	Technical Information Systems Coordinator	1	\$ 45,000.00	611	Technical Information Systems Coordinator	1
612	Pentium Upgrades to Existing PCS			612	Pentium Upgrades to Existing PCS	
616	Phone line costs for dial in capability			616	Phone line costs for dial in capability	
617	Increase Internet Capibility			617	Increase Internet Capibility	2
618	CCS Software/Windows Upgrade			618	CCS Software/Windows Upgrade	
Subtotal of Estimated Cost			\$ 83,000.00	Subtotal of Estimated Cost		
619	Modernization related software/training		\$ 10,000.00	619	Modernization related software/training	

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
620	Energy Audit			620	Energy Audit	
621	Preparation of Low Income Home Ownership Plan			621	Preparation of Low Income Home Ownership Plan	
Subtotal of Estimated Cost			\$ 10,000.00	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 93,000.00	Year 3 Total Estimated Cost for		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 4 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
\$ 5,000.00	600	Development Central Procurement Policies	1	\$ 5,000.00	600	Development Central Procurement Policies
	601	Development preventive Maint Program	Prelim	\$ 1,000.00	601	Development preventive Maint Program
	602	Human Resource Consultant			602	Human Resource Consultant
\$ 3,000.00	603	Disaster Planning and Training	1	\$ 3,000.00	603	Disaster Planning and Training
	604	Facility maintenance Training	1	\$ 500.00	604	Facility maintenance Training
\$ 3,000.00	605	Related Training for Capital Funds	3	\$ 3,000.00	605	Related Training for Capital Funds
\$ 1,000.00	606	Asset Management Assetment	1	\$ 1,000.00	606	Asset Management Assetment
	607	Security Services	1	\$ 1,000.00	607	Security Services
\$ 5,000.00	609	Resident Training		\$ 5,000.00	609	Resident Training
	610	Service Coordinantor	1	\$ 5,000.00	610	Service Coordinantor
\$ 45,000.00	611	Technical Information Systems Coordinator	1	\$ 45,000.00	611	Technical Information Systems Coordinator
	612	Pentium Upgrades to Existing PCS	Prelim	\$ 500.00	612	Pentium Upgrades to Existing PCS
	616	Phone line costs for dial in capability	Prelim	\$ 1,000.00	616	Phone line costs for dial in capability
\$ 5,000.00	617	Increase Internet Capibility			617	Increase Internet Capibility
	618	CCS Software/Windows Upgrade	Prelim	\$ 1,000.00	618	CCS Software/Windows Upgrade
\$ 67,000.00	Subtotal of Estimated Cost			\$ 72,000.00	Subtotal of Estimated Cost	
\$ 5,000.00	619	Modernization related software/training			619	Modernization related software/training

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	620	Energy Audit			620	Energy Audit
	621	Preparation of Low Income Home Ownership Plan		\$ 1,000.00	621	Preparation of Low Income Home Ownership Plan
\$ 5,000.00	Subtotal of Estimated Cost			\$ 1,000.00	Subtotal of Estimated Cost	
\$ 72,000.00	Year 4 Total Estimated Cost for			\$ 73,000.00	Year 5 Total Estimated Cost for	

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Quantity	Estimated Cost
1	\$ 5,000.00
1	\$ 3,000.00
3	\$ 3,000.00
	\$ 5,000.00
1	\$ 45,000.00
	\$ 61,000.00

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
HA WIDE NOW DWELLING STRUCTURES AND EQUIPMENT						
101	Administration Bldg: Landscaping			101	Administration Bldg: Landscaping	
104	Administration Bldg: Paved Walks/Surfaces			104	Administration Bldg: Paved Walks/Surfaces	
107	Fencing			107	Fencing	
109	Drainage			109	Drainage	
118	Administration Bldg: Underground Electric			118	Administration Bldg: Underground Electric	
120	Administration Bldg: Sanitary Lines			120	Administration Bldg: Sanitary Lines	
124	Administration Bldg: ADA Compliance			124	Administration Bldg: ADA Compliance	
207	Administration Bldg: Wall Insulation			207	Administration Bldg: Wall Insulation	
235	Administration Bldg: Garage Seismic			235	Administration Bldg: Garage Seismic	
245	Administration Bldg: Other Rooms			245	Administration Bldg: Other Rooms	
247	Administration Bldg: Storage Rooms			247	Administration Bldg: Storage Rooms	
303	Administration Bldg: Water Distribution			303	Administration Bldg: Water Distribution	
304	Administration Bldg: Sanitary Distribution			304	Administration Bldg: Sanitary Distribution	
314	Administration Bldg: Intercom System			314	Administration Bldg: Intercom System	
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost		
320	Administration Bldg: Boiler room Piping			320	Administration Bldg: Boiler room Piping	1

HA WIDE NON-DWELLING
 STRUCTURES / EQUIPMENT
 (1470, 1475)

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
321	Administration Bldg: Abate Lagging			321	Administration Bldg: Abate Lagging	
350	Administration Bldg: HVAC System			350	Administration Bldg: HVAC System	0.5
401	Administration Bldg: Wall/Ceiling Const			401	Administration Bldg: Wall/Ceiling Const	
404	Administration Bldg: Carpet	Prelim	\$ 1,336.00	404	Administration Bldg: Carpet	
405	Administration Bldg: Resilient flooring			405	Administration Bldg: Resilient flooring	
406	Administration Bldg: Door Frames			406	Administration Bldg: Door Frames	
409	Administration Bldg: Kitchen Wall/Ceiling			409	Administration Bldg: Kitchen Wall/Ceiling	
410	Administration Bldg: Kitchen Floor			410	Administration Bldg: Kitchen Floor	
434	Administration Bldg: Thermostats			434	Administration Bldg: Thermostats	
436	Administration Bldg: Electic Panel			436	Administration Bldg: Electic Panel	
437	Administration Bldg: Electric Wiring			437	Administration Bldg: Electric Wiring	
441	Administration Bldg: Smoke/fire Detectors			441	Administration Bldg: Smoke/fire Detectors	
576	Maintenance Vehicle Replacement			576	Maintenance Vehicle Replacement	
Subtotal of Estimated Cost			\$ 1,336.00	Subtotal of Estimated Cost		

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
578	Comp Grant Crew Work Vehicle			578	Comp Grant Crew Work Vehicle	Prelim
579	Microfilm Equipment			579	Microfilm Equipment	Prelim
580	Steam Cleaner for Maintenance			580	Steam Cleaner for Maintenance	
581	Wood Chipper			581	Wood Chipper	
582	Stump Grinder			582	Stump Grinder	
583	Garbage Truck			583	Garbage Truck	
584	Backhoe			584	Backhoe	
590	Telephone System			590	Telephone System	
591	Manlift			591	Manlift	
614	Replace/upgrade current server @ admin			614	Replace/upgrade current server @ admin	
615	Modems for dial in capability			615	Modems for dial in capability	
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 1,336.00	Year 3 Total Estimated Cost for		

HA WIDE NON-DWELLING
 STRUCTURES / EQUIPMENT
 (1470, 1475)

Estimated Cost	Work Statement of Year 4 FFY: 2003				Work Statement of Year 4 FFY: 2004	
	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	101	Administration Bldg: Landscaping	1	\$ 750.00	101	Administration Bldg: Landscaping
	104	Administration Bldg: Paved Walks/Surfaces	800 SF	\$ 3,400.00	104	Administration Bldg: Paved Walks/Surfaces
	107	Fencing	1500 LF	\$ 15,000.00	107	Fencing
	109	Drainage	2	\$ 1,700.00	109	Drainage
	118	Administration Bldg: Underground Electric	1	\$ 5,000.00	118	Administration Bldg: Underground Electric
	120	Administration Bldg: Sanitary Lines	1	\$ 3,700.00	120	Administration Bldg: Sanitary Lines
	124	Administration Bldg: ADA Compliance	1	\$ 250.00	124	Administration Bldg: ADA Compliance
	207	Administration Bldg: Wall Insulation	1	\$ 500.00	207	Administration Bldg: Wall Insulation
	235	Administration Bldg: Garage Seismic	Prelim	\$ 740.00	235	Administration Bldg: Garage Seismic
	245	Administration Bldg: Other Rooms			245	Administration Bldg: Other Rooms
	247	Administration Bldg: Storage Rooms			247	Administration Bldg: Storage Rooms
	303	Administration Bldg: Water Distribution			303	Administration Bldg: Water Distribution
	304	Administration Bldg: Sanitary Distribution			304	Administration Bldg: Sanitary Distribution
	314	Administration Bldg: Intercom System			314	Administration Bldg: Intercom System
\$ -	Subtotal of Estimated Cost			\$ 31,040.00	Subtotal of Estimated Cost	
\$ 8,000.00	320	Administration Bldg: Boiler room Piping			320	Administration Bldg: Boiler room Piping

HA WIDE NON-DWELLING
 STRUCTURES / EQUIPMENT
 (1470, 1475)

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 4 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	321	Administration Bldg: Abate Lagging	1	\$ 1,200.00	321	Administration Bldg: Abate Lagging
\$ 15,000.00	350	Administration Bldg: HVAC System			350	Administration Bldg: HVAC System
	401	Administration Bldg: Wall/Ceiling Const	1	\$ 6,000.00	401	Administration Bldg: Wall/Ceiling Const
	404	Administration Bldg: Carpet			404	Administration Bldg: Carpet
	405	Administration Bldg: Resilient flooring	650 SF	\$ 3,375.00	405	Administration Bldg: Resilient flooring
	406	Administration Bldg: Door Frames	650 SF	\$ 1,644.50	406	Administration Bldg: Door Frames
	409	Administration Bldg: Kitchen Wall/Ceiling	600 SF	\$ 900.00	409	Administration Bldg: Kitchen Wall/Ceiling
	410	Administration Bldg: Kitchen Floor	60 SF	\$ 330.00	410	Administration Bldg: Kitchen Floor
	434	Administration Bldg: Thermostats	6	\$ 300.00	434	Administration Bldg: Thermostats
	436	Administration Bldg: Electric Panel	1	\$ 600.00	436	Administration Bldg: Electric Panel
	437	Administration Bldg: Electric Wiring	6	\$ 1,800.00	437	Administration Bldg: Electric Wiring
	441	Administration Bldg: Smoke/fire Detectors	2	\$ 5,000.00	441	Administration Bldg: Smoke/fire Detectors
	576	Maintenance Vehicle Replacement			576	Maintenance Vehicle Replacement
\$ 23,000.00	Subtotal of Estimated Cost			\$ 21,149.50	Subtotal of Estimated Cost	

HA WIDE NON-DWELLING
 STRUCTURES / EQUIPMENT
 (1470, 1475)

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
\$ 1,000.00	578	Comp Grant Crew Work Vehicle			578	Comp Grant Crew Work Vehicle
\$ 1,000.00	579	Microfilm Equipment			579	Microfilm Equipment
\$ 1,000.00	580	Steam Cleaner for Maintenance			580	Steam Cleaner for Maintenance
	581	Wood Chipper	Prelim	\$ 500.00	581	Wood Chipper
	582	Stump Grinder	Prelim	\$ 500.00	582	Stump Grinder
	583	Garbage Truck	Prelim	\$ 500.00	583	Garbage Truck
	584	Backhoe	Prelim	\$ 500.00	584	Backhoe
	590	Telephone System	Prelim	\$ 1,000.00	590	Telephone System
	591	Manlift	Prelim	\$ 1,000.00	591	Manlift
	614	Replace/upgrade current server @ admin	Prelim	\$ 1,000.00	614	Replace/upgrade current server @ admin
	615	Modems for dial in capability	Prelim	\$ 1,000.00	615	Modems for dial in capability
\$ 3,000.00	Subtotal of Estimated Cost			\$ 6,000.00	Subtotal of Estimated Cost	
\$ 26,000.00	Year 4 Total Estimated Cost for			\$ 58,189.50	Year 5 Total Estimated Cost for	

HA WIDE NON-DWELLING
 STRUCTURES / EQUIPMENT
 (1470, 1475)

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002			
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Subtotal of Estimated Cost			\$ -	Subtotal of Estimated Cost			\$ -
Year 2 Total Estimated Cost for			\$ -	Year 3 Total Estimated Cost for			\$ -

Work Statement of Year 2 FFY: 2001				Work Statement of Year 3 FFY: 2002		
Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity
7	A&E for Baker Heights			7	A&E for Baker Heights	
8	A&E for Grandview		\$ 1,000.00	8	A&E for Grandview	
9	A&E for Grandview Renovation			9	A&E for Grandview Renovation	
10	A&E for Bakerview Apartments		\$ 1,000.00	10	A&E for Bakerview Apartments	
11	A&E for Pineview Apartments		\$ 1,000.00	11	A&E for Pineview Apartments	
12	A&E for Scattered sites 6-5			12	A&E for Scattered sites 6-5	
13	A&E for Scattered sites 6-6		\$ 1,000.00	13	A&E for Scattered sites 6-6	
14	A&E for Scattered sites6-8		\$ 1,000.00	14	A&E for Scattered sites6-8	
16	Relocation Costs for 6-2		\$ 2,000.00	16	Relocation Costs for 6-2	
17	Relocation Costs for 6-3			17	Relocation Costs for 6-3	
18	Contingency		\$ 26,000.00	18	Contingency	
Subtotal of Estimated Cost			\$ 35,000.00	Subtotal of Estimated Cost		
Year 2 Total Estimated Cost for			\$ 138,000.00	Year 3 Total Estimated Cost for		

	Work Statement of Year 4 FFY: 2003				Work Statement of Year 5 FFY: 2004	
Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Comp #	Development Number/Name General Description of Major Work Categories
	7	A&E for Baker Heights		\$ 1,000.00	7	A&E for Baker Heights
	8	A&E for Grandview		\$ 1,000.00	8	A&E for Grandview
\$ 3,000.00	9	A&E for Grandview Renovation			9	A&E for Grandview Renovation
	10	A&E for Bakerview Apartments		\$ 1,000.00	10	A&E for Bakerview Apartments
	11	A&E for Pineview Apartments		\$ 2,000.00	11	A&E for Pineview Apartments
	12	A&E for Scattered sites 6-5		\$ 1,000.00	12	A&E for Scattered sites 6-5
	13	A&E for Scattered sites 6-6		\$ 1,000.00	13	A&E for Scattered sites 6-6
	14	A&E for Scattered sites 6-8		\$ 1,000.00	14	A&E for Scattered sites 6-8
\$ 2,000.00	16	Relocation Costs for 6-2		\$ 2,000.00	16	Relocation Costs for 6-2
\$ 2,000.00	17	Relocation Costs for 6-3			17	Relocation Costs for 6-3
\$ 34,450.00	18	Contingency		\$ 30,000.00	18	Contingency
\$ 43,450.00	Subtotal of Estimated Cost			\$ 42,000.00	Subtotal of Estimated Cost	
\$ 147,450.00	Year 4 Total Estimated Cost for			\$ 146,000.00	Year 5 Total Estimated Cost for	

