

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

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**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Snohomish County

PHA Number: WA039

PHA Fiscal Year Beginning: (mm/yyyy) 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
- 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: To provide housing opportunities that are as affordable as possible, that enhance the quality of life for individuals and families with limited financial resources, including elderly and disabled persons, and that contribute to a safer and stronger community.

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 500 units over the 5 year period.
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: Rely primarily on bonds or tax credits to create additional housing.
 - Acquire or build units or developments: Build or acquire (with emphasis on rehabilitation) of 500 affordable housing units during the next 5 years.
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Section 8 Management: Improve the management of the Section 8 Voucher program through clear definition of staffing responsibilities and maximizing their productivity.
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing: Dispose of 43 scattered site Public Housing units and transfer those subsidies to the Millwood Estates complex within 5 years, with no net loss of Public Housing units.
 - 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: Closely monitor the voucher payment standard to assure program viability in the expected tight housing market over the next 5 years.
 - Implement voucher homeownership program: Reach 25 voucher homeownerships per year by the end of year 5.
 - Implement public housing or other homeownership programs: Make 50 SnoHome first time homebuyer loans per year during the 5 year period.
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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: Maintain or decrease the currently low level of criminal activity at Public Housing development through improved security measures, community policy and other drug elimination programs.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability: Provide supportive services during the 5 year period for: 700 Welfare to Work Voucher program participants and those involved in the Section 8 set asides listed on page 25 of the Annual Plan. Provide self sufficiency planning and support to the required number of FS-S participants. For Public Housing, make 4 program referrals per month and at least 8 supportive services programs per year for both Public Housing and Section 8 participants.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. Continue to make the Housing Social Service Program available to senior and disabled residents of assisted housing.
 - 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:
 - 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: Include as many handicapped accessibility improvements as feasible in the 5 year capital improvements plan

based on the handicapped Evaluation, Needs Assessment and Transition Plan prepared for HASCO properties.

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

1. To operate the corporation's inventory of housing units and programs in a manner that provides a positive and safe living environment for residents and an attractive asset to the neighborhoods in which they exist.
2. To serve as an umbrella housing organization to investigate, identify and communicate housing problems and solutions in Snohomish County.
3. To develop alternative or locally financed projects which may be self-supporting without dependence upon federal housing subsidies in order to provide a broader financial base.
4. To maintain and enhance staff resources and management capabilities in order to provide professional and quality services in all Housing Authority endeavors.
5. To develop partnerships with other community organizations to effectively serve a diverse ethnic and cultural clientele, including the working poor, while assisting them to move toward independence and economic self-sufficiency.
6. To preserve housing resources in the community serving low income renters and homeowners, through acquisition or rehabilitation of existing housing.
7. To help coordinate federal housing subsidies with local housing initiatives serving very low income households to help assure long term financial feasibility.

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)]

The need for additional Section 8, Public Housing and other forms of assisted housing is evidenced by the numbers of families needing assistance in Snohomish County as well as those currently on the waiting list. At least 20,000 households below 80% of the median income need some sort of help with housing. Over 4,000 households are waiting for Section 8 or Public Housing, most of those are families with children, under 30% Of the median income, and needing 2 or 3 bedroom units. HASCO has established aggressive goals of 100 additional Section 8 vouchers per year and 100 other affordable housing units per year for the next 5 years to help meet the need.

HASCO will continue to carefully screen Public Housing applicants to assure that our residential communities remain a good and safe place to live. Although deconcentration and income mixing is not currently a problem, preference will be given when necessary to higher income families to assure a presence of working households in all family developments. Work will also be encouraged through the setting of flat rents as an incentive to retain working families.

HASCO will rely of the Section 8 program to house the bulk of households with incomes below 30% of median income and shall attempt to exceed the federal mandate of 75% of households below that threshold. The wait list will continue be first come first served, except for a series of set-aside vouchers that assist those with a disadvantage in accessing housing such as the homeless, disabled or victims of domestic violence or are striving for upward mobility such as Project Self-Sufficiency or the Welfare to Work Program.

Public Housing improvements are programmed through a 1 and 5 year action plan. During year 1, \$355,657 has been requested from HUD primarily for appliance replacement and unit interior upgrades. Approximately \$24,000 has been requested for resident services coordination and resident training programs. \$355, 657 per year will also be requested from HUD each year for the balance of the 5-year period. Programmed improvements include roof replacement, interior upgrades, new windows, community room upgrades, water tank replacements, and storm system repairs. During the next 5 years, HASCO plans to sell 43 Public Housing scattered site singly family homes/duplexes and transfer operating subsidies to our Millwood Estates complex as approved by HUD. This will improve HASCO's management and maintenance responsibilities of the Public Housing program.

HASCO intends to implement homeownership option available under the Housing Choice Voucher program for up to 25 participants per year. Other assisted housing participants or other lower income households in the community will be helped in becoming first time homebuyers through the SnoHome loan program. An annual goal of 50 new first time homebuyers has been set for the next 5 years. While the required number of Family Self-Sufficiency participants continues to decline, HASCO has set a goal of 25 new participants a year including escrow accounts.

The Public Housing Drug Elimination strategy will again focus on prevention. Key elements include supplemental police services at all complexes, youth activities to deter drug or gang involvement such as Camp Fire, the YWCA Teen Center, and skill building for parents to help them achieve self-sufficiency.

Finally, HASCO is coordinating the development of this plan with Snohomish County's update to the HUD Consolidate Plan to assure consistency. Joint public hearings have already been conducted to inform the public about both planning efforts and to receive their input on housing and community development needs in Snohomish County, and to review the contents of this draft plan.

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:

- Admissions Policy for Deconcentration - Attachment A
- FY 2000 Capital Fund Program Annual Statement - Attachment B
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart - Attachment C
- FY 2000 Capital Fund Program 5 Year Action Plan - Attachment D
- Public Housing Drug Elimination Program (PHDEP) Plan - Attachment E
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - Attachment F
- Other (List below, providing each attachment name) Definition of Significant Amendment or Modifications - Attachment G

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
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
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 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.	5 Year and Annual Plans 504 Accessibility
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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
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
X	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 type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	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
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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.

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	7078	5	5	4	5	4	4
Income >30% but <=50% of AMI	7154	5	5	3	5	4	4
Income >50% but <80% of AMI	6190	3	3	2	4	3	3
Elderly	3577	5	4	4	3	3	3
Families with Disabilities	6760	5	5	4	5	5	5
African American	352	5	5	4	5	4	4
Hispanic	530	5	5	5	5	4	4

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality **	Access-ibility	Size *	Loca-tion
Race/Ethnicity							
Race/Ethnicity							

* Size mismatch most acute among immigrant families

** Most severe problems in rural areas

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 of Snohomish County Estimate

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

Housing Needs of Families on the Waiting List			
Waiting list total	2342		240
Extremely low income <=30% AMI	1960	83.7	
Very low income (>30% but <=50% AMI)	338	14.4	
Low income (>50% but <80% AMI)	44	1.9	
Families with children	1372	58.6	
Elderly families	361	15.4	
Families with Disabilities	981	41.9	
Black	164	7.0	
Native American	82	3.5	
Asian	114	4.9	
Hispanic	89	3.8	
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 type="checkbox"/> No <input type="checkbox"/> Yes			

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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1824		50
Extremely low income <=30% AMI	1287	70.6	
Very low income (>30% but <=50% AMI)	398	21.8	
Low income (>50% but <80% AMI)	139	7.6	
Families with children	1384	75.9	
Elderly families	274	15.0	
Families with Disabilities	348	19.1	
Black	124	6.8	
Native American	27	1.5	
Asian	117	6.4	
Hispanic	58	3.2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	359	19.7	9
2 BR	850	46.6	30
3 BR	478	26.2	27
4 BR	137	7.5	3
5 BR	NA	NA	NA
5+ BR	NA	NA	NA

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.

(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 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. HASCO will review annually and attempt to keep the percentage of participants with incomes below 30% of median to around 83%.
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- 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
- 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) Provide preference on the Section 8 waiting list for younger disabled applicants that reach the top of the public housing waiting list, since only one location is available (Robin Park) for these applicant.

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)

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
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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	77,380	
b) Public Housing Capital Fund	355,657	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	10,611,071	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	88,479	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
Family Self-Sufficiency Coordinator	25,105	Program Coordinator
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	755,000	PH Operations
Section 8 Interest on Reserves	7,000	Section 8 Administration
Public Housing Investment Income	22,000	Public Housing Operations
4. Other income (list below)		
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	11,916,587	

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)
- When families are within a certain time of being offered a unit: (one month)
- 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 Credit

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)

(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
- 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**

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
- 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? However, HASCO's resident population is currently composed of 70% of households with incomes below 30% of median income. This is currently a workable mix that HASCO will strive to maintain.

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)

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)

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.

1 Date and Time

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)

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
- House Rules
- Resident Handbook
- Briefing Video
- Screening Criteria

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) Deconcentration and Income Mixing

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)

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)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Name and addresses of previous landlords if known. If the family owes money to the housing authority for previous damaged units or for other purposes.

(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. 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? However, HASCO will review annually and attempt to keep the percentage of participants with incomes below 30% of median to around 83%.

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 (rent is > 50 percent of income)

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) Self-sufficiency; Mentally Ill; Developmentally Disabled; Terminally Ill; Homeless; Domestic Violence Victims; Welfare to Work Vouchers; Frail Elderly.

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.

1 Date and Time

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) All preferences listed in #2 above have equal priority.

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

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

- 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. Preferences are written to accomplish a broad range of incomes. However, the application pool has provided the approximate income mix so that in most cases a preference is not necessary.

(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) Welfare to Work contract of participation

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

- Through published notices
- Other (list below) Voucher allocations are provided to supportive services providers serving the special population. They market the program to their clients.

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:

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 As noted above, all income changes must be reported to the PHA. However, increases in income or accumulation of increases that equal or exceed 15% of gross family income results in rent adjustments.

- 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) Local rent and vacancy report conducted twice yearly in the Seattle metropolitan area.

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
 Above 110% of FMR (if HUD approved; describe circumstances below) For 4 or larger bedroom units in census tracts approved by HUD for exception rents.

- 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)

(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	253	4 per month
Section 8 Vouchers	1921	20 per month
Section 8 Certificates	434	5 per month
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Self-Sufficiency 25 Mentally Ill 116 Developmentally Disabled 48 Terminally Ill 23 Homeless 42 Frail Elderly 12 Mainstream 88 Welfare to Work Vouchers 700 Family Self-Sufficiency 129	25 per year 3 per month 2 per month 1 per month 2 per month 1 per month 3 per month 10 per month 7 per month
Public Housing Drug Elimination Program (PHDEP)	253	NA
Other Federal Programs(list individually)		
Rural Development	270	3 per month
Shelter Plus Care	200	4 per month

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)**

Dwelling Lease and Statement of Charges
Grievance Procedures
Public Housing Video
Resident Handbook
Admissions and Continued Occupancy Plan
House Rules

(2) **Section 8 Management: (list below)**

Administrative Plan
Family Self Sufficiency Action Plan

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: None

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: None

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. B: Annual Statement Performance and Evaluation Report Comprehensive Grant Program, Parts I, II and III.

-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. D. Five-Year Action Plan, Parts I, II and III.

-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:	Public Housing Scattered Sites (2 projects)
1b. Development (project) number:	WA19P039014, WA19P039015
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(03/18/99)</u>
5. Number of units affected:	
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:

a. Actual or projected start date of activity: 3/18/99

b. Projected end date of activity: 3/18/04

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: (DD/MM/YY)
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: This program is under development. Initial eligibility criteria parameters are as follows:

Minimum HUD requirements

1. Family must be income-eligible, i.e. below the maximum income cutoff.
2. Gross family income must be at least two times the voucher payment standard.
3. Head of household or spouse must have been continuously employ full-time for at least one year prior to receiving homeownership assistance, except for elderly/disabled families.
4. Family must have completed homeownership education and counseling.
5. There is no previous default on a mortgage obtained through the homeownership option.

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:

1. Family must have sufficient income to pay homeownership and other family expenses.
2. Only 30-year fixed-rate mortgages are allowed.
3. Homebuyers must contribute \$2,500 or 2% of the purchase price, whichever is greater. Some funds may be received in a gift.
4. Family must be a first-time homebuyer, i.e. have not owned a home in the last 3 years.

5. Family must be able to document at least 2 years of employment in current line of work.
6. Family must have 12 months of clean credit with no late payments, delinquencies, judgments, claims or bankruptcies. Any bankruptcy must have been discharged for at least 2 years. Any previous foreclosure must have a "SOLD" justification.
7. Family must have reasonable expectation that future income will grow to enable the family to meet its mortgage obligations without Section 8 assistance within 5 years.

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? 04/23/99

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 list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 8 Welfare to Work Voucher</i>	<i>700</i>	<i>Multiple</i>	<i>Main office/Other providers</i>	<i>Section 8</i>
<i>Shelter Plus Care</i>	<i>230</i>	<i>Specific Criteria</i>	<i>Main office/Other providers</i>	<i>S8 and LIPH Applicants</i>
<i>Project Self Sufficiency</i>	<i>25 year</i>	<i>Specific Criteria</i>	<i>Main office/Other providers</i>	<i>Section 8</i>

(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	0	16 (12/30/99)
Section 8	130	133 (12/30/99)

- 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) Issues of Public disorder which increases vulnerability to crime, i.e., neighbor conflict, lack of resident involvement.

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)

Cedar grove
Stevens Circle

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)

Programs are offered at all complexes equally.

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) Safety classes. Bike rodeo, red ribbon activities.

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

All developments received the above services.

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. E. The Housing Authority of Snohomish County Drug Elimination Plan.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[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.

16. Fiscal Audit

[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 (File name) - Attachment F
 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: - Attachment H

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: (provide name here) Snohomish County, Washington
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)

Other: (list below) Joint public hearings were held by Snohomish County and HASCO to receive public input into the consolidated plan and the public housing agency plan. Also included in the hearings were the City of Everett and the Everett Housing Authority, the other consolidated/agency planning entities in our county. The Snohomish County Consolidated Plan staff participated in the Public Hearing held to receive input into this Plan.

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

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

ATTACHMENT A

PUBLIC HOUSING DECONCENTRATION POLICY

B DECONCENTRATION POLICY

It shall be the PHA's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The PHA shall periodically review income data from Public Housing developments and surrounding areas to assure that there are not undue concentrations of particular income groups in any one development. If such concentrations exist, the PHA will use deconcentration remedies such as:

1. Skipping applicants on the waiting list to reach higher or lower income applicants to balance notable concentrations.
2. Develop marketing techniques that will highlight the attributes of all public Housing developments to assure steering of higher income applicants to higher income developments and lower income residents to lower income developments does not happen.
3. Provide programs to encourage the economic self-sufficiency of residents with emphasis at developments where the lowest income populations exist.

The above deconcentration techniques and similar remedies will be used at different times and under different conditions. However, these actions will be provided on a consistent basis and in a nondiscriminatory manner.

ATTACHMENT B

**Annual Statement/Performance and Evaluation Report
Comprehensive Grant Program (CGP) Part I: Summary**

**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 Snohomish County	Comprehensive Grant Number WA19P039703-00	FFY of Grant Approval 2000
--	--	---

Original Annual Statement Reserve for Disaster/Emergencies Revised Annual Statement/Revision Number _____ Performance & Evaluation Report for Program Year Ending
 Final Performance & Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0			
2	1406 Operations (May not exceed 10% of line 19)	0			
3	1408 Management Improvements	26,600			
4	1410 Administration	26,748			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	1,150			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	14,000			
10	1460 Dwelling Structures	255,542			
11	1465.1 Dwelling Equipment - Nonexpendable	15,156			
12	1470 Nondwelling Structures	10,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1495.1 Relocation Costs	0			
17	1498 Mod Used for Development	0			
18	1502 Contingency (May not exceed 8% of line 19)	6,461			

19	Amount of Annual Grant (Sum of lines 2-18)	355,657			
20	Amount of line 19 Related LBP Activities	0			
21	Amount of line 19 Related to Section 504 Compliance	0			
22	Amount of line 19 Related to Security	30,000			
23	Amount of line 19 Related to Energy Conservation Measures	0			

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

X

1- To be completed for the Performance and evaluation report or a Revised Annual Statement
 2- To be completed for the Performance and Evaluation Report.
 7485.3

Annual Statement/Performance and Evaluation
Comprehensive Grant Program (CGP) Part II: Supporting Pages

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	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
WA39-004 Robin Park	Appliance Replacement	1465.1	5	1,263				
	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints.	1460	5	2,000				
	Bathroom Renovation	1460	30	18,000				
	Parking Lot Repairs	1450	1	4,000				
WA39-005 North Terrace	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints.	1460	5	2,000				

WA39-006 Stevens Circle	Appliance Replacement	1465.1	5	1,263		
	Kitchen Renovation	1460	12	48,000		
	Playground Fence Installation	1450	1	10,000		
	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	5	4,000		
WA39-007 Alderwood	Appliance Replacement	1465.1	3	1,263		
	Bathroom Renovation	1460	19	10,250		
	Community/Laundry Room Rehab	1470	1	10,000		
	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	5	4,000		
	Appliance Replacement	1465.1	3	1,263		
	Front Door Replacement	1460	25	10,000		

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

X

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Page 2 of 5

Facsimile of form HUD-52837 (10/96) ref Handbook 7485.3

Annual Statement/Performance and Evaluation
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
WA39-008 Pinewood	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints.	1460	5	5,944				
	Appliance Replacement	1465.1	5	1,263				
	Front Door Replacement	1460	25	10,000				
WA39-010 Centerwood	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints.	1460	5	5,944				
	Appliance Replacement	1465.1	5	1,263				
	Kitchen Renovation	1460	18	73,516				
WA39-011 Maplewood	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	5	2,000				
	Appliance Replacement	1465.1	5	1,263				
	Bathroom Renovation	1460	15	15,000				
WA39-014 Scattered Site	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints.	1460	5	1,000				
	Bathroom Renovation	1460	10	5,000				

Window Replacement
Appliance Replacement

1460
1465.1

5
5

10,000
1,263

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

X

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Annual Statement/Performance and Evaluation
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Propos Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
WA39-015 Scattered Site	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	5	1,000				
	Appliance Replacement	1465.1	5	1,263				
	Window Replacement	1460	5	10,000				
	Bathroom Renovation	1460	5	5,000				
WA39-017 East Terrace	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	5	5,944				
	Appliance Replacement	1465.1	5	1,263				
WA39-019 Cedar Grove	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	5	5,944				
	Appliance Replacement	1465.1	5	1,263				
WA39-020 East Terrace II	Interior unit upgrade to include replacement of window and floor coverings, doors, hot water tanks and paints	1460	4	1,000				
	Appliances	1465.1	4	1,263				
HA - WIDE	Resident Training Programs	1408	1	13,400				
	Resident Services Coordinator	1408	1	10,000				

Maintenance Management Training	1408	4	1,200			
Maintenance Skills Training	1408	2	2,000			

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

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Annual Statement/Performance and Evaluation
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

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	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Propos Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-WIDE								
Nontechnical Salaries	Staff Salaries	1410.1	3	18,744				
	Staff Benefits	1410.9	3	8,004				
Sundry	Advertisement	1430	1	150				
Permit	Permit Fees	1430	1	1,000				
Contingency	Contingency	1502	1	6,461				

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

X

(1) To be completed for Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Page 5 of 5

Facsimile of form HUD-52837 (10/96) ref Handbook 7485.3

**Annual Statement/Performance and Evaluation
Comprehensive Grant Program (CGP) 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)	
WA39-004 Robin Park	12/31/2001			06/30/2003			
WA39-005 North Terrace	12/31/2001			06/30/2003			
WA39-006 Stevens Circle	12/31/2001			06/30/2003			
WA39-007 Alderwood	12/31/2001			06/30/2003			
WA39-008 Pinewood	12/31/2001			06/30/2003			
WA39-010 Centerwood	12/31/2001			06/30/2003			
WA39-011 Maplewood	12/31/2001			06/30/2003			
WA39-014 Scattered Site	12/31/2001			06/30/2003			
WA39-015 Scattered Site	12/31/2001			06/30/2003			
WA39-017 East Terrace	12/31/2001			06/30/2003			
WA39-019 Cedar Grove	12/31/2001			06/30/2003			
WA39-020 East Terrace II	12/31/2001			06/30/2003			
HA WIDE							
Resident Resource Coordinator	12/31/2001			06/30/2003			

Resident Training Program	12/31/2001			06/30/2003		
Maintenance Mgmt Training	12/31/2001			06/30/2003		
Maintenance Skills Training	12/31/2001			06/30/2003		
Staff Salaries	12/31/2001			06/30/2003		
Staff Benefits	12/31/2001			06/30/2003		
Advertisement	12/31/2001			06/30/2003		
Permit Fees	12/31/2001			06/30/2003		
Contingency	12/31/2001			06/30/2003		

Signature of Executive Director and Date

X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Page 1 of 1

Facsimile of form HUD-52837 (10/96) ref Handbook 7485.3

**Annual Statement/Performance and Evaluation
Comprehensive Grant Program (CGP) 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)	

Signature of Executive Director and Date

X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

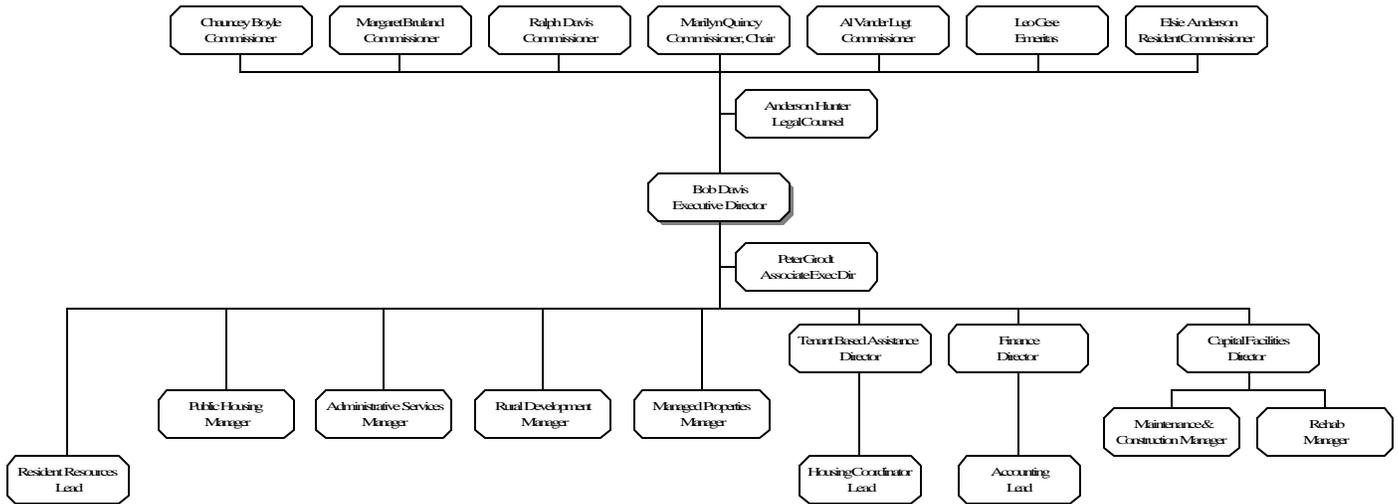
X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

HOUSING AUTHORITY OF SNOHOMISH COUNTY

Organization Chart by function

March 2000



Board v2

ATTACHMENT D

Five-Year Action Plan
Part I: Summary
Comprehensive Grant Program (CGP)

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

OMB Approval No.

HA Name: <u>Housing Authority of Snohomish County</u>		Locality (City/County & State): <u>Everett/ Snohomish/ Washington</u>			<input type="checkbox"/> Original <input type="checkbox"/> Revision No.	
A. Development Number/Name	Work Stmt for Year 1 FFY: <u>2000</u>	Work Statement for Year 2 FFY: <u>2001</u>	Work Statement for Year 3 FFY: <u>2002</u>	Work Statement for Year 4 FFY: <u>2003</u>	Work Statement for Year 5 FFY: <u>2004</u>	
WA39-004 ROBIN PARK	See Annual Statement	54,940	63,543	2,000	17,;	
WA39-005 NORTH TERRACE		6,944	44,757	18,000	33,	
WA39-006 STEVENS CIRCLE		64,550	37,254	44,000	6,	
WA39-007 ALDERWOOD		15,737	32,751	64,000	29,	
WA39-008 PINEWOOD		8,750	18,009	35,666	13,	
WA39-010 CENTERWOOD		56,240	28,254	23,444	12,	
WA39-011 MAPLEWOOD		6,944	40,252	17,000	10,	
WA39-014 SCATTERED SITES		30,252	15,253	1,000	18,	
WA39-015 SCATTERED SITES		30,251	7,868	1,000	13,	
WA39-017 EAST TERRACE		5,944	252	35,944	5,	
B. Physical Improvements Subtotal		287,746	294,696	294,998	244,	
C. Management Improvements		26,300	26,600	26,300	26,	
D. HA-Wide Nondwelling Structures and Equipment		7,252	2	0		
E. Administration		26,748	26,748	26,748	26,	
F. Other		7,611	7,611	7,611	7,	
G. Operations		0	0	0		

H. Demolition		0	0	0	
I. Replacement Reserve		0	0	0	
J. Mod Used for Development		0	0	0	
K. Total CGP Funds		355,657	355,657	355,657	355,657
L. Total Non-CGP Funds		0	0	0	
M. Grand Total		355,657	355,657	355,657	355,657
Signature of Executive Director and Date: X			Signature of Public Housing Director/Office of Native American Programs Administrator and Date: X		

Five-Year Action Plan
Part I: Summary (Continuation)
 Comprehensive Grant Program (CGP)

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

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

A. Development Number/Name	Work Stmt. for Year 1 FFY: <u>2000</u>	Work Statement for Year 2 FFY: <u>2001</u>	Work Statement for Year 3 FFY: <u>2002</u>	Work Statement for Year 4 FFY: <u>2003</u>	Work Statement for Year 5 FFY: <u>2004</u>
WA39-019 CEDAR GROVE		5,944	6,251	47,944	85,000
WA39-020 EAST TERRACE II		1,250	252	5,000	3,000
	See Annual Statement				

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

**Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)**

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	WA39-004 ROBIN PARK (1450, 1460, 1465.1)			WA39-004 ROBIN PARK (1450,1460,1465.1)		
	39-4 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	30	6,944	39-4 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	30	5,946
	39-4 Roof Replacement	1	30,000	39-4 Exterior Paint	1	20,000
	39-4 Elevator Limit Switch	1	15,000	39-4 Kitchen Renovation	30	32,597
	39-4 Landscaping	1	2,996	39-4 504 Compliance	30	5,000
	WA39-005 NORTH TERRACE (1450,1460,1465.1)			WA39-004 ROBIN PARK (1470)		
	39-5 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	6,944	39-4 Community/Laundry Room Renovation	1	1
	WA39-006 STEVENS CIRCLE (1450, 1460			WA39-005 NORTH TERRACE (1460, 1465.1)		
	39-6 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances hot water tanks and paints.	12	12,250	39-5 Exterior Paint	1	14,504
	39-6 Kitchen Renovation	19	52,300	39-5 Roofs/Gutters	4	30,000
WA39-007 ALDERWOOD (1450,1460,1465.1)			WA39-005 NORTH TERRACE (1470)			
39-7 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	5,944	39-5 Laundry Room Renovation	1	1	
39-7 Exterior Lighting	1	1,000	WA39-006 STEVENS CIRCLE (1460, 1465.1)			
39-7 Landscaping	1	7,793	39-6 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	19	253	
			39-6 Exterior Paint	1	22,000	
			39-6 Replace sidewalks	1	15,000	

	39-7 Heater replacement	5	1,000	39-6 Roofs/Gutters	4	1
	WA39-008 PINEWOOD (1460,1465.1)			WA39-007 ALDERWOOD (1450,1460,1465.1)		
	39-8 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	25	8,750	39-7 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	25	5,250
	39-8 Community Room	1	7,252	39-7 Hot water tank replacement	25	4,500
	WA39-010 CENTERWOOD (1450,1460,1465.1)			39-7 Dumpster Enclosure	1	8,000
	39-10 Sidewalk	1	50,000	39-7 Sidewalks	1	15,000
	39-10 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	6,240	39-7 Roofs/Gutters	6	1
				WA39-008 PINEWOOD (1460,1465.1)		
				39-8 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	25	8,252
				39-8 Exterior Paint	1	1
				39-8 Parking Lot Repair	1	9,755
				39-8 Roofs/Gutters	6	1
	Subtotal of Estimated Cost		214,423	Subtotal of Estimated Cost		196,316

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Facsimile form

HUD-52834 (10/96)

Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	WA39-011 MAPLEWOOD (1460,1465.1)			WA39-010 CENTERWOOD (1450,1460,1465.1)		
	39-11 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	6,944	39-10 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	20	253
	WA39-014 SCATTERED SITES (1460,1465.1)			39-10 Exterior paint	10	28,000
	39-14 Appliance Replacement	72	251	39-10 504 Compliance	20	1
	39-14 Kitchen Renovation	36	30,000	WA39-011 MAPLEWOOD (1460,1465.1)		
	39-14 Roof/Gutters	10	1	39-11 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	25	251
	WA39-015 SCATTERED SITES (1460,1465.1)			39-11 Exterior Paints	25	40,000
	39-15 Appliance Replacement	34	251	39-11 Landscaping	1	1
	39-15 Kitchen Renovation	17	30,000	WA39-014 SCATTERED SITES (1460,1465.1)		
	WA39-017 EAST TERRACE (1460,1465.1)			39-14 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	36	7,637
	39-17 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	5	5,944	39-14 Exterior Paint	36	7,615
	WA39-019 CEDAR GROVE (1460,1465.1)			39-14 Driveway/Sidewalk	36	1
	39-19 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	5,944	WA39-015 SCATTERED SITES (1460,1465.1)		
	WA39-020 EAST TERRACE II (1460,1465.1)			39-15 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	17	7,865
	39-20 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	4	1,250	39-15 Exterior Paint	17	1
				39-15 Driveway/Sidewalk	17	1
			39-15 Roofs/Gutters	17	1	
			WA39-017 EAST TERRACE (1460,1465.1)			

			39-17 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	26	250
			39-17 Exterior Paint	13	1
			39-17 Play Areas	1	1
			WA39-019 CEDAR GROVE (1460,1465.1)		
			39-19 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	28	250
			39-19 Exterior Paint	14	1
			39-19 Parking Lot Repairs/Sealcoat	1	6,000
Subtotal of Estimated Cost		80,585	Subtotal of Estimated Cost	98,130	

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(10/96)

	Subtotal of Estimated Cost		Subtotal of Estimated Cost	\$252
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Five-Year Action Plan
Part II: Supporting Pages
Physical Needs Work Statement(s)
Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	WA39-004 ROBIN PARK (1460, 1465.1) 39-4 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	30	2,000	WA39-004 ROBIN PARK (1460, 1465.1) 39-4 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	30	2,298
	WA39-005 NORTH TERRACE (1450,1460,1465.1) 39-5 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	12	2,000	39-4 Hot Water Tank Replacement 39-4 Wall Heater Replacement	30 30	6,000 9,000
	39-5 Play area fence 39-5 Window Replacement	1 1	10,000 6,000	WA39-005 NORTH TERRACE (1450,1460,1465.1) 39-5 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	12	2,000
	WA39-006 STEVENS CIRCLE (1450,1460,1465.1) 39-6 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	19	4,000	39-5 Roof/Gutters/Downspout Replacement 39-5 Parking Lot Repair 39-5 Heater Replacement 39-5 Hot Water Tank Replacement	12 1 12 12	16,000 7,000 6,000 2,400
	39-6 Window Replacement WA39-007 ALDERWOOD (1450,1460,1465.1) 39-7 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	1 25	40,000 4,000	WA39-006 STEVENS CIRCLE (1450,1460,1465.1) 39-6 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	19	2,000
	39-7 Wall Heater Replacement WA39-008 PINEWOOD (1450,1460,1465.1) 39-8 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	1 25	60,000 5,944	39-6 504 Compliance 39-6 Dumpster Enclosure WA39-007 ALDERWOOD (1450,1460,1465.1) 39-7 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	19 1 25	4,000 10,000 4,000
	39-8 Storm systems repair 39-8 Bathroom renovation	1 25	8,000 21,722	39-6 Exterior Paint WA39-008 PINEWOOD (1450,1460,1465.1)	7	25,000

	WA39-010 CENTERWOOD (1450,1460,1465.1)			39-8 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	25	4,000
	39-10 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	20	5,944	39-8 Heater Replacement	25	9,000
	39-10 Bathroom renovation	20	15,000	WA39-010 CENTERWOOD (1450,1460,1465.1)		
	39-10 Storm systems repair	1	2,500	39-10 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	4,000
	WA39-011 MAPLEWOOD (1450,1460,1465.1)			39-10 Heater Replacement	18	8,000
	39-11 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	15	2,000			
	39-11 Bathroom renovation	15	15,000			
	Subtotal of Estimated Cost		204,110	Subtotal of Estimated Cost		120,698

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(10/96)

Five-Year Action Plan
 Part II: Supporting Pages
 Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
	WA39-014 SCATTERED SITE(1450,1460,1465.1) 39-14 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	36	1,000	WA39-011 MAPLEWOOD (1450,1460,1465.1) 39-11 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	3,000
See	WA39-015 SCATTERED SITE(1450,1460,1465.1) 39-15 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	17	1,000	39-11 Heater Replacement WA39-014 SCATTERED SITE(1450,1460,1465.1)	15	7,000
Annual	WA39-017 EAST TERRACE (1450,1460,1465.1)			39-14 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	4,000
Statement	39-17 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	28	5,944	39-14 Furnace/Heater Replacement	37	14,000
	39-17 Parking lot repairs	1	8,000	WA39-015 SCATTERED SITE(1450,1460,1465.1)		
	39-17 Floor covering replacement	28	22,000	39-15 Interior unit upgrade to include replacement of window and floor covering, doors, appliances, hot water tanks and paints.	5	4,000
	WA39-019 CEDAR GROVE (1450,1460,1465.1) 39-19 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	28	5,944	39-15 Furnace/Heater Replacement WA39-017 EAST TERRACE (1450,1460,1465.1)	19	9,000
	39-19 Exterior paint	1	10,000	39-17 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	5	5,000
	39-19 Gutter replacement	1	10,000			
	39-19 Floor covering replacement	28	22,000	39-17 Laundry/Community Room Renovation	1	20,000
	WA39-020 EAST TERRACE II (1460,1465.1) 39-20 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	4	1,000	WA39-019 CEDAR GROVE (1450,1460,1465.1)		
	39-20 Exterior paint	4	2,000	39-19 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	10	5,000
	39-20 Landscaping	1	2,000	39-19 Community/Laundry Room Renovation	1	20,000
				39-19 Kitchen Renovation	28	80,000
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		
			90,888			171,000

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HUD 50075

Five-Year Action Plan
 Part II: Supporting Pages
 Physical Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	Development Number/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement				WA39-020 EAST TERRACE II (1460,1465.1) 39-20 Interior unit upgrade to include replacement of window and floor coverings, doors, appliances, hot water tanks and paints.	6	3,000

	Subtotal of Estimated Cost		Subtotal of Estimated Cost	3,000
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Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	HA-WIDE 1408			HA-WIDE 1408		
	Resident Training Programs	1	13,400	Resident Training Programs	1	13,400
	Resident Services Coordinator	1	10,000	Resident Services Coordinator	1	10,000
	Comprehensive Grant Training	4	1,200	Maintenance Skills Training	2	2,000
	Maintenance Skills Training	2	1,700	Maintenance Management Training	4	1,200

	Subtotal of Estimated Cost	26,300	Subtotal of Estimated Cost	26,600
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Facsimile form

HUD-52834 (10/96)

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>1999</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	HA-WIDE 1408			HA-WIDE 1408		
	Resident Training Programs	1	13,400	Resident Training Programs	1	13,400
	Resident Services Coordinator	1	10,000	Resident Services Coordinator	1	10,000
	Comprehensive Grant Training	4	1,200	Maintenance Skills Training	2	2,000
	Maintenance Skills Training	2	1,700	Maintenance Management Training	4	1,200

Subtotal of Estimated Cost

26,300

Subtotal of Estimated Cost

26,600

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Facsimile form

HUD-52834 (10/96)

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

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

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Comprehensive Grant Program (CGP)

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	HA-WIDE			HA-WIDE		
	Nontechnical Salaries 1410.1			Nontechnical Salaries 1410.1		
	Staff Salaries	3	18,744	Staff Salaries	3	18,744
	Staff Benefits 1410.9	3	8,004	Staff Benefits	3	8,004

	Subtotal of Estimated Cost	26,748	Subtotal of Estimated Cost	26,748

(10/96)

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	HA-WIDE			HA-WIDE		
	Nontechnical Salaries 1410.1			Nontechnical Salaries 1410.1		
	Staff Salaries	3	18,744	Staff Salaries	3	18,744
	Staff Benefits 1410.9	3	8,004	Staff Benefits	3	8,004

Subtotal of Estimated Cost

26,748

Subtotal of Estimated Cost

26,748

(10/96)

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>2000</u>	Work Statement for Year <u>2</u> FFY: <u>2001</u>			Work Statement for Year <u>3</u> FFY: <u>2002</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	HA-WIDE Other			HA-WIDE Other		
	Permit Fees 1430	1	1,000	Permit Fees 1430	1	1,000
	Sundry Advertisement	1	150	Sundry Advertisement	1	150
	Contingency 15029	1	6,461	Contingency	1	6,461

	Subtotal of Estimated Cost	7,611		Subtotal of Estimated Cost	7,611

(10/96)

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Comprehensive Grant Program (CGP)

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

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

Work Statement for Year 1 FFY: <u>1999</u>	Work Statement for Year <u>4</u> FFY: <u>2003</u>			Work Statement for Year <u>5</u> FFY: <u>2004</u>		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Costs
See Annual Statement	HA-WIDE Other			HA-WIDE Other		
	Permit Fees 1430	1	1,000	Permit Fees	1	1,000
	Sundry Advertisement	1	150	Sundry Advertisement	1	150
	Contingency 1502		6,461	Contingency 1502		6,461

	Subtotal of Estimated Cost	7,611		Subtotal of Estimated Cost	7,611

52834

ATTACHMENT E

THE HOUSING AUTHORITY OF SNOHOMISH COUNTY DRUG ELIMINATION PLAN

STRATEGY FOR ADDRESSING THE PROBLEM

The Housing Authority of Snohomish County (HASCO) recognizes that within Snohomish County and the greater Puget Sound Area there is a growing drug related crime problem with prospects for an even greater problem in the future, With focus on HASCO's Public Housing Communities we recognize a manageable drug problem but one with the same (perhaps more) susceptibility as the remainder of the County toward greater drug related crime tomorrow. Therefore, HASCO shall focus its primary efforts toward prevention of the problem. With PHDEP grants in place for the last seven years, HASCO has determined our original strategy continues to be appropriate. Our strategy of determining risk factors for adult and youth criminal behavior and drug abuse and addressing each of those factors with a program component designed to reduce or eliminate each problem is most appropriate. Key principles of the strategy are as follows:

- ❖ Prevent drug use and drug related crime from spreading to the majority of residents that are not involved with drugs by providing alternative programs and opportunities to drug use.
- ❖ Provide referrals for intervention and/or treatment to the minority of residents involved with drugs.
- ❖ Augment HASCO management practices to assure drug elimination in vulnerable decentralized public housing.
- ❖ Rely primarily on existing community services and programs that are readily available and pull them into a comprehensive program. Select programs that are likely to continue to provide some services if Drug Elimination Funds are no longer available. Establish new programs only where gaps occur.
- ❖ Select programs when practical that can be used to leverage PHDEP funds so that HASCO's effort to reduce drug related crime can be maximized.
- ❖ Form a HASCO, residents and community partnership to carry out the program.
- ❖ Centralize within the Rental Management Department one staff member to coordinate the drug elimination program and to assure ongoing working relationships between staff, residents, and the community.
- ❖ Use public housing community space to provide programs and activities to both residents and surrounding community members.

The strategy is divided into two objectives:

1) Prevention and 2) Improved Management Practices.

1) Prevention includes supplemental police services at all nine of our public housing complexes. As our public housing is located throughout Snohomish County we contract with six law enforcement agencies to provide this service. During 2000 supplemental police services will be provided at 3.5 hours per week. Supplemental police services will be provided under this plan based upon the amount of available funding.

The following police departments will provide supplemental police services based upon the amount of available funding, provide monthly summary reports and assist as provided by law in lease enforcement:

City of Snohomish Police Department- Maplewood Apartments

Lake Stevens Police Department- Stevens Circle Apartments

Lynnwood Police Department- Alderwood, Pinewood and Robin Park Apartments

Marysville Police Department- Cedar Grove Apartments

Mountlake Terrace Police Department- East Terrace and North Terrace Apartments

Snohomish County Sheriffs Department- Centerwood

The goals and indicators of our supplemental police services are:

1. Residents will feel safe in their homes and neighborhoods.

2. Community police officers will be on site weekly (hours based upon available funding).
3. The following crime indicators will maintain or decrease below current levels (current levels detailed in tables following).
 - ❖ Drug evictions- related and suspected
 - ❖ Suspected users/sellers
 - ❖ Residents placed in treatment
 - ❖ Incidents of domestic violence
 - ❖ Incidents of child abuse
 - ❖ Incidents of other violence
 - ❖ Known gang members

Measurement tools:

- ❖ Resident surveys
- ❖ Police reports and time records
- ❖ Management reports
- ❖ Resident/block watch reports

Not funded through PHDEP funds are the following programs, which are also an invaluable component of our prevention strategy:

Camp Fire Provides FREE Mega Clubs at three of our larger family complexes and is scheduled to expand to a fourth early in 2000. This alternative, educational program meets weekly during the school year and twice weekly during the summer. The program focuses on social and self-reliance skills. The children also participate in Council wide activities within the community. Resident volunteers receive intensive on-going training from Camp Fire.

YMCA Teen Center The Teen Services Branch of the Snohomish County YMCA operates a teen center at our East Terrace complex. This complex is targeted as it has the highest percentage of teens within our properties. The center provides alternative, educational and recreational activities for youth 12 years and older.

Operation Improvement Is currently planning on offering WorkFirst programs at several of our public housing complexes. These programs will be assessment oriented and developed to enroll residents into approved job-training programs through Operation Improvement.

Resident Resources Activities Resident Resource Staff develop and coordinate a large variety of programs and special events. These include: Emergency Preparedness with the Red Cross, Ident-a-kid, Block Watch meetings and Night Out Against Crime with local law enforcement, Budget classes with Consumer Credit Counseling of Seattle, Family Support Center activities on site, Red Ribbon Drug Awareness week activities, Family Literacy Month activities, Books for Kids book distributions and ESL classes with Volunteer Refugee Forum. In development are Extended Food and Nutrition Program classes with Washington University Extension Agency, Community Health Center Outreach activities, Mobile Dental Van Outreach Activities, Kids on the Block summer day camp, and Conflict resolution workshops. Additionally, Resident Resource Assistants are on site monthly to meet with residents at each of our complexes and assist them in locating community services and resources.

RRA staff is under the supervision of the Lead Resident Resources Coordinator who also oversees the Family Self-Sufficiency program. This position also represents HASCO on the South County WorkSource Partnership, WorkSource Youth Council, Human Services Council, Healthy Communities, Marysville Community Coalition, Employment Coalition, south County Apartment Managers Association, Mountlake Terrace Partners Forum, Washington State Crime Prevention Association, The South County Partners Forum and Camp Fire Extend Our Reach Advisory Committee.

These partnerships provide invaluable assistance and support to our PHDEP program and overall strategy. These relationships allow us to provide sustainable preventative programs to our residents at minimal cost to HASCO.

2) Improved management practices

Our improved management practices component includes Resident Managers at each of our public housing complexes. Primary responsibilities of the Resident Managers are lease enforcement and crime reporting. They submit a monthly report of both actual and suspected crime problems to both the Drug Elimination Coordinator and the Public Housing Manager. Planned meetings with the Resident Managers are held three times yearly. At these meetings the PHDEP Coordinator and the Property Manager review policies and procedures. Additionally, training for the managers is also provided.

The PHDEP Coordinator and the Public Housing Property Manager (both who have CPTED training) make semi-annual security inspections of all public housing complexes. Lighting, fencing, signage, etc. are checked during this inspection. Whenever possible our community Police Officers participate in this inspection.

With this strategy over the past seven years HASCO has seen drug and drug-related crime within public housing decrease to and maintain at low levels. HASCO continues to evaluate and revise the strategy based on program indicators and resident

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$55,645

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R x

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The drug elimination strategy of the Housing Authority of Snohomish County uses a comprehensive program of enhanced security and prevention. A strong working partnership has been and will continue to be developed with local law enforcement agencies, community agencies and residents to decrease and prevent drug-related crime. Local law enforcement agencies will provide enhanced community policing through PHDEP funds. Local community agencies will provide non-PHDEP funded alternative and educational activities

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Alderwood Apartments	25 units	70
Pinewood Apartments	25 units	75
Robin Park Apartments	30 units	35
North Terrace Apartments	12 units	36
Centerwood Apartments	18 units	55
Maplewood Apartments	19 units	57
Stevens Circle Apartments	18 units	54
East Terrace Apartments	26 units	104
Cedar Grove Apartments	28 units	114
53 scattered Site Units	53 units	218

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months _____ 18 Months x 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	97,500	WA19DEP0390195	0		
FY 1996	121,500	WA19DEP0390196	0		
FY 1997	74,1000	WA19DEP0390197	0		
FY1998	75,900	WA19DEP0390198	48,000		12/00
FY 1999	55,645	WA19DEP0390199	55,645		12/00

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

HASCO’s strategy is to determine risk factors for adult and youth criminal behavior, drug abuse and to address each of those factors with a program component designed to reduce and/or eliminate the risk factors. This strategy is divided into two objectives 1) Prevention and 2) Improved management practices. The primary goals of our strategy is Residents will feel safe in their homes and neighborhoods as measured through the annual PHDEP survey and that crime indicators will maintain or decrease below current

levels as reported by local law enforcement agencies and staff. Six local law enforcement agencies will provide supplemental police services within our public housing complexes.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000_ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	55,645
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	0
9160 - Drug Prevention	0
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	0
TOTAL PHDEP FUNDING	55,645

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)	Residents will feel safe in their homes and neighborhoods. Crime indicators will maintain/decrease.						
Objectives	HASCO, Residents and local police will develop/maintain a strong working partnership to address issues.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Community police on site weekly above baseline services			01/01	12/01	55,465	18,524 HASCO/police	Annual PHDEP survey resident feelings of safety will maintain/increase, chosen crime indicators will maintain/decrease.
2.							
3.							

9120 - Security Personnel NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9130 - Employment of Investigators NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

9160 - Drug Prevention NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

9170 - Drug Intervention NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment NA						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs NA						Total PHDEP Funds: \$	
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	13,911	Activity 1	55,645
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
TOTAL		\$ 13,911		\$ 55,645

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

ATTACHMENT F

March 1, 2000

VIA FACSIMILE AND FIRST CLASS MAIL

Peter Grodt
Associate Executive Director
Everett Housing Authority
P.O. Box 1547
Everett, WA 98204

Via Facsimile: (425) 290-5618

Re: Resident Advisory Board Recommendations on
Housing Authority of Snohomish County's Draft 5-Year and Annual Plans

Dear Pete:

As legal representative of Housing Authority of Snohomish County's (HASCO), Resident Advisory Board (RAB), I am writing to provide you with the RAB's recommendations and suggestions regarding HASCO's Five-Year and Annual Plans. As you know, the RAB was created pursuant to the requirements of the Quality Housing and Work Responsibility Act ("QHWRA") and associated HUD regulations "to assist and make recommendations regarding the development of [HASCO's] plan, and any significant amendment or modification to the [] plan." *24 CFR § 903.13 (1999)*.

The RAB consists of individuals who receive housing assistance from HASCO. The members of the RAB are: Elsie Anderson, Nina Purcell, Mardelle Moore, Marty Calvert, Regina Kelley, and Kim Guiod

The RAB has met on a number of occasions over the past several months to discuss the PHA planning process and some of the substantive and procedural policies that HASCO will be reviewing and implementing as part of that planning process. You and other HASCO staff-members attended these meetings to answer questions and provide information. Representatives from various social service agencies and from legal services participated as well. After a review of the draft Five-Year and Annual Plans and based upon the discussions and other information presented at the RAB meetings, the RAB has a number of recommendations regarding HASCO's Five-Year and Annual Plans and its substantive and administrative policies. These specific recommendations are set forth below. However, the RAB also wishes to stress two important points that have broad ramifications for all elements of the Five-Year and Annual Plans and for HASCO policies in general.

The RAB believes that HASCO should implement and follow policies and activities that reflect its role as the housing provider of last resort for the most desperately needy people in our community. In the present housing atmosphere of rising rents and limited housing options, HASCO's role in providing shelter and housing assistance for those who cannot find safe, decent, affordable housing on the private market is vitally important. These populations include families living on less than 30% of the Area Median Income (AMI), low income families escaping domestic violence, homeless families and families presently living in transitional housing, extremely low income families who face severe rent burdens and/or live in substandard housing, and extremely low income families that include disabled individuals.

No other housing provider in Snohomish County can effectively address the long-term housing needs of these groups. Accordingly, providing assistance to these families and individuals who most desperately need housing assistance, should be HASCO's highest priority. The Plans should reflect this "highest priority".

HASCO's policies and procedures must also "affirmatively further fair housing" goals. 24 CFR § 903.7(c)(2)(ii). Accordingly, the RAB encourages HASCO to actively support housing opportunities for people of color, families with children, and disabled individuals and their families. At the very least, HASCO must not take any action or institute any policy that has disproportionate and negative effects upon the housing opportunities of these populations. Efforts at maximizing services and opportunities for these groups will help achieve HASCO's fair housing goals and will assist in making accessible, affordable housing a reality for all members of our community.

The RAB has the following comments and recommendations regarding the draft Five-Year and Annual Plan.

DRAFT FIVE-YEAR PLAN

The RAB fully supports HASCO's goal of acquiring 500 more vouchers and 500 more affordable housing units over the next 5 years. *See Draft Five-Year Plan at 1.* Increasing the stock of safe, sanitary, accessible and affordable housing is a very important and admirable goal.

The RAB believes that HASCO can make significant improvements in increasing customer satisfaction in the Section 8 program. The RAB recommends that HASCO: provide greater support and attention to Section 8 recipients and their families; conduct outreach and educate landlords regarding the Section 8 program; work with Section 8 recipients to avoid conflicts with landlords before they arise; increase the responsiveness of HASCO staff to questions and concerns raised by Section 8 recipients and their families; and provide clear, comprehensive information to recipients regarding their rights and obligations. These efforts to increase customer satisfaction in the Section 8 program are in line with HASCO's stated goal to "[i]mprove the management of the Section 8 Voucher program through clear definition of staffing responsibilities and maximizing their productivity". *Draft Five-Year Plan at 2.*

The RAB supports HASCO's goal of promoting the self-sufficiency and asset development of assisted families. *See Draft Five Year Plan at 3.* It applauds HASCO's success in obtaining 700 new Welfare to Work Vouchers and is encouraged to see that HASCO intends to seek more Vouchers in the future.

The RAB supports the other goals set forth in HASCO's draft Five-Year Plan.

DRAFT FY 2000 ANNUAL PLAN

SUPPORTING DOCUMENTS

It is the RAB's understanding that HASCO has not yet fully amended either its Public Housing Admissions and Occupancy Policy manual or its Section 8 Administrative Plan manual following the many changes effected by the QWHRA and subsequent HUD regulation and policy changes. In its role as a standing body, the RAB looks forward to working with HASCO on these amendments and providing additional comments as the policy manuals are revised.

1. STATEMENT OF HOUSING NEEDS.

With a few additions, the RAB supports the strategies and goals set out by HASCO in § 1(C) of the draft FY 2000 Annual Plan.

A. Income Targeting in Public Housing and Section 8

In addition to the laudable goals and strategies included in the draft Annual Plan, HASCO should also state that it will exceed the federal admission targeting floor for families earning less than 30% Area Median Income (AMI) in public housing. *See Draft Annual Plan § 1(C)(1) at 10; also Draft Annual Plan § 3(A)(4)(a).* HASCO should

commit to first admitting tenants to its public housing who are most desperately in need. At the very least, HASCO admissions practices should mirror the demographics of its waiting lists.

Families living on less than 30% of the AMI make up 70.6% of HASCO's waiting list for public housing. *Draft Annual Plan § 1(B) at 8 (Public Housing Wait List Table)*. As the numbers in HASCO's waiting list evidence, HASCO must provide at least 70% of all new public housing admissions to families earning less than 30% AMI in order to meet the demand identified in its own waiting list. Federal admission targeting requires that at least 40% of new admissions to public housing must be given to families earning less than 30% AMI. Accordingly, HASCO must exceed the federal targeting requirement. Therefore, HASCO's Annual Plan should state that it will "[e]xceed HUD federal targeting requirements for families at or below 30% of AMI in public housing". *See Draft Annual Plan § 1(C)(1) at 10; also Draft Annual Plan § 3(A)(4)(a) at 15.*

It is the RAB's understanding based on conversations with HASCO staff that HASCO does not intend to alter its current admissions practices. The RAB understands that HASCO believes that the income levels and racial characteristics of present tenants in HASCO public housing fairly well mirror the wait list figures. A failure to admit extremely low income families to public housing in at least the same percentages as indicated by the wait list figures will alter this balance and may create significant fair housing problems.

While HASCO has the discretion to allocate up to 60% of its public housing units to higher income families, it does so only as necessary to serve "deconcentration" goals, *24 CFR § 903.7(c)(2); 64 Fed. Reg. 56844, 56854 (October 21, 1999)*, and only if its plans also "affirmatively further fair housing". *64 Fed. Reg. at 56845*. HASCO's deconcentration analysis indicates that concentration of poverty is not a problem in HASCO developments. *See Draft Annual Plan § 3(A)(6) at 17*. Therefore, there is no rationale that justifies a limitation on the number of newly available public housing units that may go to extremely low income families. To the extent that income mixing in public housing becomes relevant in the future, the RAB recommends that HASCO focus on increasing economic self-sufficiency and wage progression of extremely low income families who are already living in public housing, rather than on providing disproportionate admissions preferences to higher wage earners.

Significant fair housing issues arise if HASCO's public housing mix does not now mirror or may not in the future mirror the income and racial characteristics of the wait list. As extremely low income families are disproportionately families of color, families headed by single mothers and families with disabled members, the fair housing implications of disproportionately admitting higher wage families is obvious.

The RAB supports HASCO's efforts to provide special assistance to families with disabled members and to other special needs populations. In furtherance of this goal, HASCO should pursue all available funding opportunities and should develop strong and effective partnerships with community based service agencies to provide support services to all clients that HASCO serves. Of particular need are supportive services for clients with disabilities who receive assistance through the Section 8 program and who require special assistance in finding appropriate housing and in maintaining compliance with their obligations as tenants.

2. STATEMENT OF FINANCIAL RESOURCES

The RAB has no comments regarding this section of HASCO's Annual Plan other than to encourage HASCO to actively pursue all resources that may be available to create and support housing opportunities for the various populations HASCO serves.

3. PHA POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS

The RAB assumes that HASCO's deconcentration analysis of its public housing projects, as required by *24 CFR § 903.7(c)(2)*, demonstrates that the population admitted to public housing reflects the income and racial characteristics of the wait list population. *See Draft Annual Plan § 3(A)(6) at 17.*

A. *Public Housing*

The RAB reiterates its concern that HASCO has indicated in its draft Annual Plan that it does not plan to exceed the federal targeting requirements in its public housing admissions policies. Such a stand does not reflect the need as identified in Snohomish County's Consolidated Plan, or as indicated in HASCO's waiting list figures.

(4)(c). Optional Admissions Preferences

The RAB also disagrees with HASCO's refusal to provide preferences in its public housing and Section 8 wait lists for people and families who face housing emergencies. Finding and maintaining affordable housing in Snohomish County is significantly difficult for any very low or extremely low-income family. However, certain discrete groups of very low or extremely low-income families and individuals face even greater obstacles in housing because of the particular unfortunate circumstances they confront. These populations include: (1) extremely low families that have been involuntarily displaced from housing through disaster, government action, or sale or disposition of their former home; (2) families, particularly single mothers with children, escaping domestic violence; (3) homeless families or families living in transitional, short-term housing; (4) extremely low income families who are presently paying more than 50% of their income to rent and/or living in substandard housing; and (5) extremely low income families that include individuals with disabilities. These groups of people have an especially difficult time finding and maintaining, appropriate and affordable housing. Because of these unique difficulties, HASCO should place a priority on providing these families with housing assistance as quickly as possible after application. Available housing data bears out the RAB's concerns.

Last year Snohomish County homeless shelters and transitional housing providers turned away over 13,000 families and individuals seeking emergency housing. Families with children make up over half of the people living in shelters in Snohomish County. These families are disproportionately headed by single mothers. *1995 Snohomish County Housing and Community Development Consolidated Plan at 37*. Many of these families are homeless even though they maintain steady employment. *Id.* A preference for homeless families will help address the dire consequences that homelessness has upon children in Snohomish County.

Families fleeing domestic violence also face unique and difficult hurdles to affordable housing. "When the Everett Gospel Mission men's shelter figures are removed, **the overwhelming cause of homelessness in Snohomish County is domestic violence.**" *Id. (emphasis added)*. Domestic violence is often a significant factor in the homelessness of single women or women with children. *Id.* A preference for families fleeing domestic violence will support EHA's goals of affirmatively furthering fair housing and providing housing assistance to the most desperately needy. The RAB is very concerned that HASCO has not provided a preference for families fleeing domestic violence. The RAB does not believe that the present Section 8 set aside program for this population effectively addresses the extreme need.

Extremely low income families who are paying more than 50% of their monthly income for rent are another group that desperately needs a preference on the public housing and Section 8 wait lists. In Snohomish County, 62% of families that rent and earn less than 30% of the AMI pay more than 50% of their monthly income for housing. By comparison, 26% of families that rent and earn between 30% and 50% AMI pay more than 50% of their monthly income for housing. *1995 Snohomish County Con. Plan Table IIA at 25*. For extremely low income families who pay more than 50% of their monthly incomes for housing, any remaining income "is generally insufficient to cover the minimum remaining expenses..." *Id. at 28*. Such bleak financial realities often lead to familial instability, homelessness and the loss of employment. HASCO should give preference to families facing such extreme hardships.

Extremely low income disabled families need additional support in maintaining and affording safe, sanitary and appropriate housing. A large majority of such individuals live on SSI or on other meager government cash assistance programs and do not enjoy the prospect of employment as a realistic supplement to their incomes. The special needs of

these populations also make finding and maintaining affordable housing particularly difficult. Accordingly, HASCO should provide preferences to extremely low income, disabled families. This is particularly true when the Welfare to Work Voucher program is taken into account. Many disabled families will be ineligible for this program because of their inability to maintain employment. They will be excluded from receipt of one of the 700 new vouchers. To make up for this discrepancy and avoid any fair housing implications, HASCO should provide these families with a preference for admission to public housing and the traditional Section 8 program.

HASCO's plans must be consistent with the county Consolidated Plan, *24 CFR §903.15*, and must "affirmative further fair housing". *24 CFR § 903.7(o)(1)*. Providing preferences to the groups identified above will demonstrate HASCO's commitment to fair housing, as well as demonstrate its compliance with the problems and goals identified in Snohomish County's Consolidated Plan.

B. Section 8

The Annual Plan in § 3(B)(4)(a) states that HASCO does not intend to exceed the federal targeting requirements by targeting more than 75% of new Vouchers to families at or below 30% of AMI. The RAB believes that this does not accurately reflect HASCO's intent. In fact, in its Executive Summary HASCO states that it "will rely on the Section 8 program to house the bulk of the households with incomes below 30% of median income and **shall attempt to exceed the federal mandate of 75% of the households below the threshold.**" *Draft Annual Plan, Executive Summary at 1 (emphasis added)*. §3(B)(4)(a) should be corrected to indicate that HASCO intends to exceed the federal targeting requirement in the Section 8 program. The RAB notes that 83.7% of the families on the Section 8 wait list earn less than 30% of the AMI and so HASCO should have no difficulty in exceeding the 75% federal requirement. *See Draft Annual Plan § 1(B) at 7 (Section 8 Wait List Table)*.

As stated above, the RAB disagrees with HASCO's decision to not provide preferences on the public housing and Section 8 wait lists for families most desperately in need.

The RAB supports the use of special purpose Section 8 vouchers. However, the RAB feels that in addition to these specially dedicated programs, HASCO should institute preferences in the traditional Section 8 program as set forth in the discussion above.

4. PHA RENT DETERMINATION POLICIES

A. Public Housing

The RAB recommends that HASCO reevaluate its decision to not provide any discretionary rent-setting policies or optional earned income disregards. Such policies would provide significant financial benefit to public housing tenants, would increase the income mix within public housing and would enable HASCO to provide housing to the most desperately needy while simultaneously providing them an avenue to rapid self-sufficiency and asset development. *See Proposed Rule, 24 CFR § 5.611(b); 64 Fed. Reg. 23460, 23465-66 (April 30, 1999)*.

The RAB encourages HASCO to actively support and nourish the efforts of working families towards economic self-sufficiency. Income disregards or exclusions for expenses for necessary car repairs, work or education related day care, non-reimbursed medical costs, and/or educational expenses, will go far towards providing meaningful financial support to low income working families. *See id.*

The RAB recommends that HASCO impose a minimum rent of \$0.00 as has been instituted by Everett Housing Authority. However, to the extent that HASCO will continue to require \$25.00 minimum rents, the RAB recommends that HASCO take all reasonable steps to inform all public housing and Section 8 recipients of their right to receive mandatory hardship exemptions to this minimum rent if they should qualify. HASCO should inform all new tenants and recipients of this right at the time at which they first receive assistance. Periodically, thereafter, HASCO should inform all tenants and recipients of this right in writing. *See 64 Fed. Reg. 8192, 8197-98 (February 18, 1999)*.

HASCO must ensure that all eligible public housing tenants benefit from mandatory earned income disregards. 42 U.S.C. § 1437a(d)(1999); 24 CFR § 5.612(a); 64 Fed. Reg. at 23465; 64 Fed. Reg. at 8198. The RAB believes that HASCO is currently complying with federal requirements that tenant rental payments are not increased for 12 months after tenants become employed following unemployment, receipt of welfare or other qualifying events. If HASCO has not instituted these mandatory disregards, it should do so immediately and reimburse any public housing tenants who have paid excessive rent since October 1999. *See id.*

The RAB requests that HASCO provide more assistance and information to public housing tenants and Section 8 recipients regarding the manner in which HASCO calculates rents. HASCO should clearly articulate the calculation it makes when altering a rental payment amount because of a change in income or other important factor. The RAB believes that greater clarity regarding individual rent calculations will alleviate many misunderstandings that occur between HASCO staff and tenants or recipients regarding rent.

In § 4(A)(1)(f) HASCO states that increases in income or accumulation of increases that equal or exceed 15% of gross family income result in rent adjustments. The RAB suggests that this percentage be increased to 20% or higher. By increasing the threshold income level that will trigger an increase in rent, HASCO will encourage the economic self-sufficiency of tenants and Section 8 recipients

B. Section 8

The RAB strongly supports HASCO's continued reliance on a Section 8 payment standard that exceeds local FMR. The higher the payment standard the greater the chances that Section 8 recipients will succeed in finding and maintaining safe, decent and affordable housing. The RAB is concerned that payment standards for mobile home lots may not adequately reflect the actual mobile home lot rental market. Accordingly, the RAB urges HASCO to take efforts to increase the payment standard for mobile home lots.

The RAB incorporates its comments regarding minimum rents in public housing and rent adjustments, discussed above, into this section as well.

5. OPERATIONS AND MANAGEMENT

A. Public Housing

The RAB does not have recommendations regarding the operation or management of the public housing program at this time. However, the RAB would like an opportunity to provide comments to HASCO as it amends its Public Housing Admissions and Occupancy Policy Manual.

B. Section 8

The RAB has a series of recommendations regarding the operation and management of the Section 8 program.

The RAB requests that HASCO reinstate its policy of providing exit inspections for Section 8 recipients who are moving from one unit to another with continued Section 8 assistance. Without such a safeguard, landlords often inappropriately charge ex-tenants for non-existent damage and for repairs and cleaning that were not actually completed and/or were unnecessary. An exit inspection may also encourage more landlords to participate in the Section 8 program when they are assured that a neutral third party will inspect the unit at move out, thereby providing support to legitimate damage claims. If HASCO does exit inspections a great many of the disputes regarding damage claims that tenants confront after moving from a unit will be avoided.

The RAB feels that often when participating Section 8 landlords or other third parties make complaints to HASCO the complaints are not relayed to tenants and tenants are not given an opportunity to respond. By providing early notice of reported problems to tenants, HASCO may help correct problems that arise before they reach a point where evictions or other significant adverse events occur.

Moreover, the RAB would like HASCO staff to take a more active role in mediating disputes between tenants and landlords and in providing advocacy to tenants faced by complaints from landlords. By advocating for the tenant with the landlord and by working to creatively solve problems, HASCO staff can assist tenants in protecting their housing and their housing assistance. The RAB is convinced that early intervention in disputes and creative, flexible thinking and actions by HASCO staff will solve most problems before they become so severe that housing or housing assistance is threatened.

As a related function, HASCO staff should work closely with Section 8 recipients to identify potential problems as early as possible. Where appropriate, HASCO staff should make referrals to social service providers and other agencies that can provide specialized assistance to recipients. Particular care should be taken to identify families and individuals who may need special assistance because of disabilities to maintain compliance with their obligations as tenants. HASCO should provide as much assistance as necessary to assist these families in meeting their obligations.

6. PHA GREIVANCE PROCEDURES

The RAB believes that HASCO should review §§ 6(A)(1) & 6(B)(1) of the draft Annual Plan. These sections state that HASCO has established written grievance and informal hearing procedures that exceed the requirements of federal law set forth at 24 CFR § 966 and 24 CFR § 982. Yet directly below these statements, where the plan requires HASCO to list these additional requirements, HASCO has stated “none”. It appears that HASCO should list any additional grievance or informal hearing procedures that it has instituted that exceed the federal requirements or HASCO should amend § 6(A)(1) and § 6(B)(1) to indicate that it has not created any additional procedures.

The RAB makes the following recommendations regarding HASCO’s grievance and hearing procedures.

In all hearings, whether formal or informal, before a hearing board or officer, the public housing tenant or Section 8 recipient should be entitled to a taped hearing. HASCO should provide a tape recorder and tape. The tenant or recipient should be given the option of having the hearing taped.

HASCO should include the telephone number and other contact information for legal services on any termination notice or notice of any adverse action that it may send out. Elderly or low income, public housing tenants and Section 8 recipients can receive free legal advice and/or appropriate referrals by calling Washington State’s Access to Justice, telephone intake system, CLEAR (Coordinated Legal Education, Advice & Referral). People under age 60 can reach CLEAR toll free at (888) 201-1014, TDD (888) 201-9737. People age 60 and over can reach CLEAR at (888) 387-7111.

7. CAPITAL IMPROVEMENT NEEDS

The RAB has no comments regarding this section of the draft plan.

8. DEMOLITION AND DISPOSITION

The RAB recognizes that HASCO has begun to implement a plan to dispose of certain “scattered site” public housing developments due to the administrative cost and burden of continuing to manage these units. The RAB also understands that HASCO is committed to transferring all of these public housing subsidies to new units that have been obtained in a single apartment complex in Mill Creek.

Because of the significant lack of affordable housing in Snohomish County, the RAB is deeply concerned that there be no net loss of public housing because of HASCO’s disposition plans. HASCO should explicitly commit to “no net loss of public housing units” because of these disposition plans.

In addition, HASCO must ensure that the tenants presently living in the “scattered site” developments are in no way pressured or forced to relocate due to HASCO’s disposition plans. The RAB understands that HASCO will not force any present tenants to relocate because of these disposition plans. If HASCO intends otherwise it should immediately clarify this point in the plan and with the RAB.

9. DESIGNATION OF PUBLIC HOUSING...

The RAB has no comments on this section of the draft Plan.

10. CONVERSION OF PUBLIC HOUSING TO TENANT BASED ASSISTANCE.

The RAB has no comments on this section of the draft Plan except to express support for the continued availability of a wide range of housing options including public housing and tenant based assistance. The RAB believes that a reliance on any particular type of assistance and/or any loss of public housing units would severely injure the range of affordable housing options. Accordingly, the RAB encourages HASCO to continue seeking support for both its Section 8 and Public Housing programs.

11. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

In order to promote economic self-sufficiency and familial stability for public housing tenants and Section 8 recipients, the RAB recommends that HASCO pursue resources and programs that make homeownership a realistic goal for low income families. However, such programs and policies should be administered in such a way that resources are not diverted from programs serving individuals for whom homeownership is not a realistic goal. Because of their particular circumstances, many individuals and families will not be able to take advantage of HASCO homeownership programs. The housing needs of these people should not be sacrificed or disregarded in order to provide homeownership assistance to others. Accordingly, the RAB believes that HASCO's decision to limit participation in the Section 8 Voucher Homeownership program is prudent at this time. *See Draft Annual Plan § 11(B)(2)(a) at 36-37 (limiting number of participants in Section 8 Homeownership program to 25).*

Furthermore, the RAB wishes to stress the importance of providing sufficient financial and logistical assistance to families involved in the homeownership program to enable them to succeed. HASCO should actively support these families in order to avoid the disastrous consequences of default, foreclosure and homelessness. The RAB is concerned that limiting the program to five years may not provide low income families with sufficient time in which to completely protect themselves from the dangers of default. *See id. at 37.* Accordingly, the RAB recommends that HASCO allow participants to remain on the program for the federally provided maximum of ten years. *See 24 CFR § 982.633(a); 64 Fed. Reg. 23488, 23489 (April 30, 1999).*

12. PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS

The RAB supports HASCO's efforts to create close ties with DSHS and other Snohomish County social service providers through the Welfare to Work Voucher program. The RAB encourages HASCO to continue seeking partnerships with other agencies and social service providers to better serve its assisted families.

HASCO should reexamine its statements in § 12(B) "Services and programs offered to residents and participants". *Draft Annual Plan § 12(B)(1)(a) at 38.* This section states that HASCO will employ discretionary public housing rent determination policies in order to enhance economic and social self-sufficiency. *Id.* This statement seems in conflict with HASCO's statements in § 4(A)(1)(a) where HASCO states that it "will not employ any discretionary rent-setting policies for income based rent in public housing". *Draft Annual Plan § 4(A)(1)(a) at 23.* HASCO should clarify these two statements. As discussed above, the RAB strongly recommends that HASCO employ discretionary rent policies to support self-sufficiency.

In § 12(B) HASCO also states that it will employ admissions policies in the public housing and Section 8 programs that support self-sufficiency. The RAB is concerned that such policies are not well explained in the plan and that any such admissions policies will not provide significant benefit to the groups most desperately in need of HASCO housing assistance. Admissions policies should be focused on admitting the most desperately needy. Other tools, like optional income disregards and supportive services, can be utilized to create self-sufficiency once families are provided

with HASCO assistance. HASCO should clarify the statements included in § 12(B) by adding further explanations and references.

The RAB looks forward to working with HASCO on creating a viable Community Service Program once HUD issues final regulations on this new requirement.

13. PHA SAFETY AND CRIME PREVENTION MEASURES

The RAB does not have any comments on this section of the Plan.

14. PET POLICY

The RAB looks forward to working with HASCO on the development of a viable pet policy for public housing once HUD issues final regulations.

THE RAB HAS NO COMMENTS ON SECTIONS 15-17.

18. OTHER INFORMATION.

A. Standing RAB

Each year as part of the Annual Planning process and whenever it wishes to amend or modify its Plans, HASCO will be required to consult with the RAB and to receive and act on the RAB's recommendations. *24 CFR §903.13(a)(1)*. Therefore, in order to provide continuity and ease the administrative burden upon HASCO staff, the RAB recommends that the Resident Advisory Board continue as a standing representative council of public housing tenants, Section 8 recipients and housing assistance applicants. The RAB recognizes the need for periodic elections and the dissemination of pertinent information to all public housing tenants, Section 8 recipients and applicants regarding the RAB's work and opportunities to participate in it. Such efforts will create an inclusive, democratic and representative RAB.

At present, the RAB consists exclusively of Section 8 recipients. Clearly, public housing tenants must be added as members. In addition, the RAB believes that individuals who are presently on the wait list for public housing and/or Section 8 should be included in the RAB. Applicants have a particular perspective that may provide useful information to other members of the RAB and to HASCO. The RAB recognizes the difficulty that may arise in attempting to create and maintain a more broadly based RAB. However, the RAB also believes that by encouraging participation and input from a range of interested parties, the work of the RAB and HASCO's planning will be greatly improved.

HASCO should provide an annual allocation of funds for RAB purposes. HASCO must "allocate reasonable resources to assure the effective functioning of the [RAB]." *24 CFR § 903.13.(a)(2)*. The RAB might use such funds: to provide information to tenants, recipients and applicants; to publicize and hold elections; to arrange meetings; to provide translation services; to provide stipends to participants; and/or to cover other administrative costs such as mailing or copying fees.

NEXT STEPS

These recommendations are based on conversations and discussions held by the RAB with input from social service providers, legal services, and HASCO staff. As part of the planning process, HASCO must consider all of the RAB's recommendations, alter the plan as appropriate and explain what action it took in response to the recommendations. The RAB recommendations and HASCO's responses must be included with the final Plans submitted to HUD. *24 CFR § 903.13(c)*.

Please feel free to contact me, if you have any questions or would like clarification on particular points. My telephone number is (425) 259-3421 extension 207. I would also like to take this opportunity to convey the RAB's appreciation for the work of HASCO staff. You and other HASCO staff-members have provided a great deal of information, assistance and good cheer throughout the process. Without your efforts, the RAB's work would have been nearly impossible.

Thank you for your time and attention to this matter. We look forward to working with HASCO as the planning process goes forward

Sincerely,
Nicholas B. Straley
Attorney at Law

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ATTACHMENT G

Public Housing Agency Plan Definition of Significant Amendment or Modification

The Housing Authority of Snohomish County will use the following definition when a change in circumstances requires an amendment to the Public housing Agency Plan:

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

ATTACHMENT H

TO: Board of Commissioners

FROM: Pete Grodt

SUBJECT: Adopting the Public Housing Agency Plan

Over the last year, the Board, staff, residents, community organizations and the public have all participated in the development of the first HUD mandated Public Housing Agency Plan. Planning activities included the Board retreat held in April, 1999 with the Agency Plan, mission statement and goals and objectives as major topics. The discussion was continued at the June 16th Board meeting. HASCO's mission statement was formally revised and adopted by the Board on September 15th, and the resident participation plan to help develop the Agency Plan approved.

Two public hearings were held jointly with Snohomish County to discuss the Agency Plan and the County's Consolidated Plan on September 23rd. The purpose of the hearings was to inform the public about the planning requirements, to receive input from them and to invite their participation in the planning process. Meetings of the Agency Plan Advisory Committee were held on October 11th, October 25th, November 23rd, December 13th, and January 24th.

On December 15th, the Board was presented with the draft Agency Plan, and staff was given permission to begin the required 45 day public review and comment process, ending on February 29th. This was followed by the required public hearing conducted by Board Chair, Marilyn Quincy, on March 2, 2000.

Part of the HUD requirements for local adoption of the Agency Plan is that the Board of Commissioners consider all public comments concerning the draft Plan. No comments were received from the general public or from residents during the 45 day review period. However, at the March 2nd Public Hearing, extensive comments were received from Columbia Legal Services attorney, Nick Straley, on behalf of the Agency Plan Advisory Committee. Two members of the 13 member Committee (10 residents and 3 agency representatives) met with Mr. Straley to develop the comments. All residents on the Committee were provided copies of the comments. A summary of the comments follows for the Board to review.

To assist the Board in evaluating these comments, staff has prepared a response to the key recommendations:

Comment: Improve customer satisfaction of the section 8 program.

Response: Staff strives to provide as thorough and professional services as possible. Suggestions such as early intervention with landlords and conducting exit inspections are supported by staff. However, with the administrative fee structure provided by HUD, these services are no longer financially feasible to do.

Comment: The Advisory Committee would like to have input in the revisions to the Public Housing and Section 8 administrative plans.

Response: Both plans need revising because of the numerous changes resulting from the Quality Housing and Work Responsibility Act. Staff supports working with the Advisory Committee on these important changes.

Comment: Exceed the federal requirement that 30% of Public Housing and 70% of Section 8 participants have incomes below 30% of median income.

Response: The current tenant mix is 70% and 83% respectively. Staff will inform the board if the mix changes since at least annual status reports are required. At this time, however, there appears to be no need to state that the requirements will be exceeded for a federal policy that makes little sense.

Comment: Reinstate a preference system for applicants similar to the "federal preferences" formerly required by HUD. HASCO is the provider of housing of last resort, and those with the greatest need should be helped first.

Response: Staff strongly opposes a preference system. The wait list becomes a nightmare to administer and those who learn how to use the system advance up the wait list. Continue to use set-asides of housing vouchers for special populations with accompanying support services from agency partners to help these normally hard to serve applicants.

Comment: Provide discretionary rent-setting policies and earned income disregards to better the financial situation of residents.
Response: Ceiling and flat rents are already provided in Public Housing. Advisory Committee input into the administrative plan revisions will help in this area. There is concern that less families will be helped with more income deductions.

Comment: Allow residents the opportunity to tape informal hearings and make sure legal options are given to residents on termination notices.
Response: Both suggestions seem reasonable.

Comment: With the sale of scattered site units, make sure there is no net loss of Public Housing units.
Response: This is required by HUD and is included in their binding agreement with HASCO. This will be clarified in the plan.

Comment: Expand and more formally elect an Agency Plan Advisory Committee and provide them with some resources to accomplish their tasks.
Response: This is a helpful suggestion and we look forward to working with Mr. Straley and current Advisory Committee members to strengthen the role of the Committee.

Staff will provide a review of the major elements of the Agency Plan. Mr Straley and members of the Advisory Committee are likely to attend the Board meeting. Staff will request that the Agency Plan be adopted, and that staff be directed to obtain the "Consolidated Plan consistency statement" required from the County and that the Plan be submitted to HUD by April 17th.