

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

Wa006v02

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001- 2002

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

**PHA Plan
Agency Identification**

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

PHA Number: *WA006*

PHA Fiscal Year Beginning: *July 1, 2001*

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: ***Increase the supply of Section 8 vouchers by 300 units over the five year period. No additional rental vouchers were received this year.***
 - Reduce public housing vacancies: Maintain the current vacancy rate (less than 2%) ***Vacancy rate maintained.***
 - Leverage private or other public funds to create additional housing opportunities: ***Seek out Tax Credit Funds or bonds to create additional housing Douglas Grove, a 10 unit complex was purchased in 2000 with tax credit funding.***
 - Acquire or build units or developments: ***Purchase existing units or***

build at least 40 units at Jade Park over the next five years. Progress pending Planning Department changes.

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

Objectives:

- Improve public housing management: (PHAS score) **Maintain High Performing Housing Authority Status. PHAS High Performer status maintained.**
- Improve voucher management: (SEMAP score) **Manage the EHA tenant-based program in an efficient and effective manner thereby qualifying as a high performer under SEMAP. Practice score: High Performer achieved.**
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: **Modernize 60 units in Grandview in five year period. For the year 2000-2001 the Authority has completed twenty units.**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords. **Continuing effort.**
- Increase voucher payment standards: **Maintain payment standards at adequate levels as permitted by HUD and as warranted by market conditions. Payment standards increased per HUD regulation requirements.**
- Implement voucher homeownership program: **Begin at least a pilot effort program for ownership for Voucher participants. Policy submitted with the Annual Plan.**
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:

- Other: (list below)
Convert two three bedroom public housing units into one six bedroom unit to expand resources for very large families.
Task completed: Baker Heights

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 - ***Support existing resident councils in the public housing neighborhoods. Bakerview Council met regularly throughout the year.***
 - ***By Resolution make the Resident Advisory Board a continuing board and meet with it on a regular basis. The RAB was made a continuing Board and met eight times during the year.***
 - ***Strive to support the AmeriCorp program which provides tutoring and recreational opportunities for youth in public housing developments through year 2002. Program continues successfully providing over 600 service contacts per month.***
 - ***Strive to continue to provide Service Coordination to disabled and senior tenants in the Bakerview community and to Section 8 tenants participating in the Hope for the Elderly Independence program. The PH Service Coordination grant application was approved for FY 200-2001. The HOPE Program funding was extended again this fiscal year due to conservative expenditure of funds.***
 - ***Strive to support the provision of nurse consultation services at Bakerview. EHA continued to match funds with the City of Everett and Visiting Nurse Services to continue funding for this program.***

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: ***Update Affirmative Action mailing list on an annual basis. Review agency marketing literature in year 2000 for compliance with Equal Opportunity regulations and develop procedure for compliance review and approval of publicity materials on an ongoing basis. Goal achieved.***
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: ***Create one six bedroom unit to accommodate large families. Goal achieved: Baker Heights.***
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)
 - ***Operate in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing. Goal achieved.***

- *Ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.*
- *Develop and partnership with Disability Resources and other agencies providing services to the disabled to enhance information and referral services concerning housing services provided by EHA. Disability Resources housing representative attended RAB meeting regularly. In addition the agency refers clients and staff from both agencies frequently exchange information and technical assistance.*
- *Periodically review agency publicity and marketing literature as well as working documents for compliance with applicable Equal Opportunity requirements. Goal achieved: Major public information materials have been updated. Process will be continued on an ongoing basis.*
- *Create a central file and document requests for reasonable accommodations and EHA's efforts to make reasonable accommodation. Goal achieved: Agency wide reporting system implemented.*

Other PHA Goals and Objectives: (list below)

WA006V02

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

NA

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- (wa006a01/b01) Admissions Policy for De-concentration and form
- (wa006c01-9) FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Pet Policy (wa006d01)
- Public Housing Drug Elimination Program Plan (wa006i01)
- Resident Membership of the PHA Governing Board (wa006j01)
- RAB Member List (wa006k01)
- RAB Comments on Annual Plan (wa006f01)
- EHA Final Response to Public Comment (wa006g01)
- Homeownership Resolution Capacity Statement and Policy (wa006n01)
- Section 8 PHA Project Based Vouchers (wa006l01)

Optional Attachments:

- (wa006h01) PHA Management Organizational Chart
- Community Service Program Summary
- REAC follow-up plan – safety (wa006o01)
-
- Other (List below, providing each attachment name)
 - Substantial Deviation Statement
 - (wa006k01) Certifications
 - (wa006g01) Final Response to Public Comments

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans Exhibit 1
	State/Local Government Certification of Consistency with	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	the Consolidated Plan	Exhibit 1
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is 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 Exhibit 3
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs Exhibit 4
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources; Exhibit 5
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies Exhibit 6
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies Exhibit 7
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration 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 X 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies Exhibit 8
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination Exhibit 9
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination Exhibit 9
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination Exhibit 9
X	Public housing management and maintenance policy	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance Exhibit 10
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures Exhibit 11
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures Exhibit 12
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs Exhibit 13
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs Exhibit 13
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership Exhibit 14
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency Exhibit 15
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency Exhibit 6 or 7
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's	Annual Plan: Annual Audit

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Bud

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3152	5	5	4	4	4	3
Income >30% but <=50% of AMI	2723	5	5	3	4	4	3
Income >50% but <80% of AMI	3903	3	3	2	4	2	3
Elderly	1137	5	4	3	3	3	3
Families with Disabilities	1500	5	5	4	5	4	5
African/American	132	5	5	4	4	4	4
Hispanic	160	5	5	4	4	4	4
Race/Ethnicity							
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s

- Indicate year: 1995 and 200-2004 Consolidated Plan
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
 - American Housing Survey data
Indicate year:
 - Other housing market study
Indicate year:
 - Other sources: (list and indicate year of information)

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	201		81
Extremely low income <=30% AMI	171	85%	
Very low income (>30% but <=50% AMI)	24	8%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	38	19%	
Elderly families	39	11%	
Families with Disabilities	79	39%	

Housing Needs of Families on the Waiting List			
Race/ethnicity-White	180	8%	
Race/ethnicity-Black	9	3%	
Race/ethnicity-American Indian/Hispanic	10	4%	
Race/ethnicity-Asian	12	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR & Studio	159	83%	25
2 BR	12	5%	36
3 BR	10	4%	19
4 BR	15	7%	0
5 BR	3	.05%	0
5+ BR	2	.05%	1
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1055		
Extremely low income <=30% AMI	873	83%	
Very low income	159	15%	

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)	23	2%	
Families with children	433	41%	
Elderly families	244	23%	
Families with Disabilities	306	29%	
White	889	83%	
Black	74	7%	
American Indian	20	1%	
Asian	70	6%	
Hispanic	47	4%	
HUD Non-Hispanic	1005		
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

The Everett Housing Authority will seek to operate its housing programs in a manner that is responsive to the community's housing needs and individuals on the programs waiting lists. It will maintain its waiting list in a manner compliant with Fair Housing and non-discrimination regulations and provide information to housing applicants about appropriate housing alternatives. The Everett Housing Authority will aggressively seek partnerships and funds which will positively impact the community's resources. It will collaborate with the City of Everett to take every opportunity to assist the city in developing housing stock or resources. The Everett Housing

Authority will diligently seek partnerships and new resources to maintain existing and to develop new programs which will help tenants and participants obtain self-sufficiency. In addition applicants will through the Welfare to Work Program be provided with community referral information which can assist them in taking advantage of other kinds of assistance available in the community which may enhance the family's ability to achieve and maintain economic self-sufficiency.

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available

- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

- Disability Resources participates in RAB meetings.

- Collaborating in seeking Section 8 disability Fair Share Vouchers.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units **by providing appropriate information during briefings.**
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
 - **Review agency publicity, marketing and documents for compliance with all applicable Equal Opportunity requirements.**

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	550,000	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
b) Public Housing Capital Fund	1,080,608	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,500,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	143,000	
g) Resident Opportunity and Self-Sufficiency Grants	30,000	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Hope for Elderly Independence	64,000	Section 8 Supportive Services
Capital Fund Program Grants	829,690	Capital Improvements
3. Public Housing Dwelling Rental Income	1,365,000	Public Housing Operations
4. Other income (list below)		
4. Non-federal sources (list below)		
Investment Income	100,000	Public Housing Operations
Total resources	13,662,298	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

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

(2) Waiting List Organization

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

Community-wide list: ***Within the single community wide waiting list, distinctions are made for those seeking wheelchair accessible units and for those seeking tenancy in EHA's senior and disabled High-Rise.***

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

PHA main administrative office

PHA development site management office

Other (list below)

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

NA

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

One: ***EHA does not consider an applicant who rejects an offered dwelling with good cause to have been offered a unit. Good Cause is defined as;***

- ***The unit offer was not of the proper size and type;***
- ***The unit contains lead-based paint;***

- *Applicant is unable to move at the time the unit was offered due to illness and documented by a physician or a court verifies the applicant is serving on a jury; and*
- *Accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, nation origin, or language, such as making employment or day care facilities inaccessible and the applicant presents clear evidence with substantiates this to EHA's satisfaction.*

- Two
 Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

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

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

- **Date and Time (2)**

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) De-concentration and Income Mixing – See attachment WA006a01/b01, component 3, (6) De-Concentration 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 de-concentration 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 de-concentration 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 de-concentration 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 de-concentration 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 de-concentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below)

- *Name, address, and phone number of the previous landlord.*

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your

second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time (3)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

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

- Through published notices
- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

NA

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

- ***EHA requires families to report, within five days of the date of a change the following:***
 1. ***Changes in the household size;***
 2. ***Acceptance of employment after being unemployed;***
 3. ***Acceptance of full-time employment or a second job after being employed on less than full-time basis; and***
 4. ***Receipt of new income or benefit not currently being received (pension, Social Security, SSI, Public Assistance, Child Support, Unemployment Compensation, etc.).***
- ***In addition a tenant has the option of reporting any reduction in income or increase in deductions at any time.***

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Dupre & Scott Apartment Rent Study

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

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

Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

- a. Actual or projected start date of activity:
 b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (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 903.7 9 (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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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: (04/17/2001)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: WA006m01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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

[24 CFR Part 903.7 9 (o)]

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

New Form

16. Fiscal Audit *Get from AI*

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment *WA006EV1*
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

- **The Housing Authority had ongoing dialogue with the Resident Advisory Board and many recommendations were incorporated into operating policy for public housing and the Section 8 program.**
- **See attachment WA006EV1 for additional agency response to the Resident Advisory Board's recommendations.**

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *The City of Everett*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

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

Other: (list below)

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

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

D. Other Information Required by HUD

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

Certifications

Attachments

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

PHA Plan Table Library

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

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

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

Original Annual Statement

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

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

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

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

Annual Statement / Performance and Evaluation Report

U. S. Department of Housing
and Urban Development

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

Comprehensive Grant Program (CGP) **Part 1: Summary**

Office of Public and Indian Housing

HA Name Housing Authority of the City of Everett	Comprehensive Grant Number WA19P006707	FFY of Grant Approval 1998
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disaster/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number 13
<input type="checkbox"/> Final Performance and Evaluation Report	<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/30/00	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 75,137.04	\$ 75,137.04	\$ 75,137.04	\$ 61,397.10
4	1410 Administration	\$ 97,617.40	\$ 97,617.40	\$ 97,617.40	\$ 97,617.40
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 49,558.12	\$ 18,156.12	\$ 18,156.12	\$ 15,438.62
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ -	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ 722,125.99	\$ 753,527.99	\$ 753,527.99	\$ 718,639.24
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 8,458.00	\$ 8,458.00	\$ 8,458.00	\$ 8,458.00
12	1470 Nondwelling Structures	\$ 13,053.93	\$ 13,053.93	\$ 13,053.93	\$ 13,053.93
13	1475 Nondwelling Equipment	\$ 9,457.37	\$ 9,457.37	\$ 9,457.37	\$ 9,457.37
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1495.1 Relocation Cost	\$ 766.15	\$ 766.15	\$ 766.15	\$ 766.15
16	1490 Replacement Reserve	\$ -	\$ -	\$ -	\$ -
17	1498 Mod Used for Development	\$ -	\$ -	\$ -	\$ -
18	1502 Contingency (may not exceed 8% of 19)	\$ -	\$ -	\$ -	\$ -
19	Amount fo Annual Grant (Sum of lines 2-19)	\$ 976,174.00	\$ 976,174.00	\$ 976,174.00	\$ 924,827.81
20	Amount of line 19 Relatd to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -

Signature of Executive Director and Date	Signature of Public Housing Director or Office of Native American Programs Administrator and Date
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Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost as of HUD		Revision #13 10/31/00	Total Actual Cost		Status of Proposed Work
				Approved Revision #12			Funds Obligated	Funds Expended	
6-1 BAKER HEIGHTS	6-1 Fire Extinguishers 147510-980020	1475	250	\$ 493.35	\$	493.35	\$ 493.35	\$ 493.35	Fire extinguishers for the exterior of each unit. As per Architect's review and subsequent discussion with fire marshal, extinguishers will be installed in kitchens by maintenance department. Moved to 708-99 to complete work item.
6-2 GRANDVIEW HOMES	6-2 Yun's Wage Restitution from GV Roof Replacement Project	1460	3	\$ 2,258.05	\$	2,258.05	\$ 2,258.05	\$ -	This work item was brought forward from the 705-96 annual statement for the wage restitution from the roof replacement project at the Grandview Homes Development. Two former employees of Yun's have not been located \$218.88 plus \$1369.17 plus \$670 for liq
	6-2 A&E Major Renovation 143010-980012	1430	1	\$ 38,003.69	\$	6,601.69	\$ 6,601.69	\$ 6,601.69	Architect services for the major renovation of the Grandview Homes Development. This remodel will consist of 141 units in 62 building structures. The estimated cost of this project is \$5,530,420. The work has been divided up into 8 years for the inter
	6-2 Major Renovation 146000-980017	1460	18	\$ 597,604.21	\$	629,006.21	\$ 629,006.21	\$ 629,006.21	Continuation of Major Renovation Project started in the previous year's budget. Work is being completed by trades contractor or by Force Account Labor. Work to include the following: wall insulation, ceiling insulation, chimneys, fire extinguishers, wa
	6-2 Major Renovation-Appliance Replacement 146510-980018	1465	18	\$ 8,458.00	\$	8,458.00	\$ 8,458.00	\$ 8,458.00	Replacement of approximately 18 refrigerators (\$349) and ovens (\$212) during the unit renovation.
	6-2 Major Renovation-Furnace Replacement 146510-980019	1465	18	\$ -	\$ -	\$ -	\$ -	\$ -	Replacement of approximately 18 furnaces during the unit renovation. (\$1,100) Rev 1 closed work item for this year. Rev 3 reopened work item.
	6-2 Major Renovation-Tenant Relocation 149510-980024	1495	2	\$ 766.15	\$	766.15	\$ 766.15	\$ 766.15	Relocation funds for the tenants during the renovation of their unit. This first year of implementation, we anticipate moving a minimum of tenants, working on the force account labor and working from one vacant unit to the next.
6-4 PINEVIEW	6-4 Roof Replacement/Draft Walls 146000-980029	1460		\$ 122,263.73	\$	122,263.73	\$ 122,263.73	\$ 89,633.03	Rev 1 moved work item from the 706 budget. Added draft walls to work ite, revision to physical needs assessment 4/99. 6/99 contract for \$119,280 to TBWP Contractors. Contractor reached substantial completion, however, work has been deemed unacceptable by Rev 1 moved work item from 706 Budget. Rev 3 changed work item from roof and gutters to window replacement due to seismic review from 5 year plan. Moved to 708-99 budget
HA-WIDE NON DWELLING STRUCTURES	Admin Window Replacement 147000-980026	1470		\$ -	\$ -	\$ -	\$ -	\$ -	

Development Number/Name HA- wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost as of HUD Approved Revision #12	Revision #13 10/31/00	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
	Admin HVAC System 147000-980030	1470		\$ 13,053.93	\$ 13,053.93	\$ 13,053.93	\$ 13,053.93	Rev 1 moved work item from 706 Budget. Company hired to complete an assessment of system to determine deficiencies.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost as of HUD		Revision #13 10/31/00	Total Actual Cost		Status of Proposed Work
				Approved Revision #12			Funds Obligated	Funds Expended	
HA-WIDE MANAGEMENT IMPROVEMENTS	Centralized Procurement 140800-980001	1408	1	\$ 6,092.42	\$ 6,092.42	\$ 6,092.42	\$ 3,989.83	Develop and coordinate centralized procurement procedures, policies and accounting methods for agency. Rev #12 reduced work item by \$3,907.58 and moved to Staff Salaries to cover actual costs to date.	
	Service Coordinator 140800-980002	1408	1	\$ 5,434.73	\$ 5,434.73	\$ 5,434.73	\$ 5,434.73	Coordinates, monitors and directs resident efforts toward move to work and FRS programs, coordinates with local PFS programs. Staff maintained, time reflected on bi-monthly time sheets.	
	Data Processing Coordinator 140800-980003	1408	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 33,362.65	Determine computer/technical needs, assess variety of hardware/software solutions, research compatibility with current systems, initiate change overs, provide staff training related to upgrades. Connect satelite office to network. Staff maintained, time r	
	Comprehensive Grant Training 140800-980004	1408	2	\$ 3,366.19	\$ 3,366.19	\$ 3,366.19	\$ 3,366.19	Training for comprehensive grant program for department.	
	Resident Apprenticeship Program 140800-980005	1408	10	\$ -	\$ -	\$ -	\$ -	Job training apprenticeship training for residents who will work on the Grandview Renovation Project and contracts in excess of \$25,000. Closed work item, funds not used this budget, however this wills tay in the 5 year plan to use to augment training of	
	Human Resource Consultant 140800-980006	1408	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	H.R. Consultant to review HR procedures and functions, develop training programs for supervisory and management staff as necessary. Develop/initiate programs to fulfill legal requirements of under worker right to know. Review existing and develop new hir	
	Disaster Planning 140800-980027	1408.00		\$ 243.70	\$ 243.70	\$ 243.70	\$ 243.70	Rev 1 moved work item from 706 Budget. To develop a coordinated agency wide disaster response plan.	
NON-TECHNICAL SALARIES	Staff Salaries 141010-980007	1410	2	\$ 72,951.80	\$ 72,951.80	\$ 72,951.80	\$ 72,951.80	Staff maintained, time reflected on semi-monthly time sheets. Rev #12 increased funds for this work item by \$4,908.48, to the full 10% for 1410 account and to reflect as much as possible to actual costs to date.	
TELEPHONE TELEGRAPH FACSIMILE	Phone and Radio Costs 141016-980008	1410	1	\$ 354.40	\$ 354.40	\$ 354.40	\$ 354.40	Phone and radio fees associated with the CGP program.	
SUNDRY	Advertising 141019-980009	1410	1	\$ 3,312.10	\$ 3,312.10	\$ 3,312.10	\$ 3,312.10	Advertising costs related to CGP work items.	
EMPLOYEE BENEFIT CONTRIBUTIONS	Staff Benefits 141090-980011	1410	2	\$ 20,999.10	\$ 20,999.10	\$ 20,999.10	\$ 20,999.10	Staff maintained, time reflected on semi-monthly time sheets. Rev #12, reduced funds by \$1000.90 and moved to staff salaries for actual costs to date.	
TECHNICAL SALARIES	Technical Salaries 141010-980010	1410	2	\$ -	\$ -	\$ -	\$ -	Funds reserved for use of in-house employees performing technical and construction inspections and management less than 100% of their time. Closed work item, funds not used in this budget	
ARCHITECTURAL & ENGINEERING SERVICES	Admin Seismic Review 143010-980013	1430	1	\$ 11,554.43	\$ 11,554.43	\$ 11,554.43	\$ 8,836.93	Seismic review for administration building. A&E signed in 706 budget, Sargent Engineers. Work related to review, window replacement.	
PERMIT FEES	Plan Review Fees 143060-980015	1430	1	\$ -	\$ -	\$ -	\$ -	Plan Review fees for CGP work items. Closed work item, funds not used in this budget.	

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost as of HUD			Revision #13 10/31/00	Total Actual Cost		Status of Proposed Work
				Approved Revision #12				Funds Obligated	Funds Expended	
NON-DWELLING EQUIPMENT MAINTENANCE EQUIPMENT	Litter VAc 147510-980022	1475	2	\$ -	\$ -	\$ -	\$ -	\$ -	Replacement of maintenance truck and van. Brought forward Litter Vac from the 708 Budget's Five Year Plan, moved maintenance vehicle to 708's five year plan. Moved litter vac purchase to 708-99 budget, completed.	
	Wood Chipper 147510-980023	1475	1	\$ -	\$ -	\$ -	\$ -	\$ -	Purchase of wood chipper. Moved to 708 five year plan. Funds put to Litter Vac. Closed work item, not purchased this budget.	
	Computer HWUpgrade 147510-980032	1475		\$ 8,964.02	\$ 8,964.02	\$ 8,964.02	\$ 8,964.02	\$ 8,964.02	Rev 3 moved work item from 5 year plan for computer hardware upgrade. Rev 5 added dollars to cover actual need.	
CONTINGENCY	Contingency 8% 150200-980025	1502	1	\$ -	\$ -	\$ -	\$ -	\$ -	Contingency of 8%: Rev 2 \$2,258.05 Yun's Wage Restitution, moved from 705 Budget; Rev 3 \$37,483.37 Major Renovation; Rev 4 \$3.69 A&E GV Major Renovation; Rev 5 \$2,000 Advertising Fees	
GRAND TOTAL				\$ 976,174.00	\$ 976,174.00	\$ 976,174.00	\$ 924,827.81			
				\$ 976,174.00	\$ 976,174.00	\$ 976,174.00	\$ 952,617.13			
				\$ -	\$ -	\$ 0.00	\$ (27,789.32)			

Annual Statement / Performance and Evaluation Report
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)	
***Development Number / Name ***							
WA 6001: Baker Heights	30-Dec-99		6/30/99	30-Jun-01			
WA 6002: Grandview	30-Dec-99		12/30/99	30-Jun-01			
WA 6004: Pineview	30-Dec-99		12/30/99	30-Jun-01			
HA WIDE							
Wood Chipper	30-Dec-99		N/A	30-Jun-01			
Maintenance Vehicle Replacement	30-Dec-99		N/A	30-Jun-01			
Administration Office: Window Replacement	30-Dec-99		N/A	30-Jun-01			
Administration Office: HVAC System	30-Dec-99		12/30/99	30-Jun-01			
Computer Hardware Replacement	30-Dec-99		9/30/99	30-Jun-01			
Management Improvements							
CGP Related Training	30-Dec-99		9/30/99	30-Jun-01			
Develop Central Procurement Procedures	30-Dec-99		6/30/99	30-Jun-01			
Human Resource Consultant	30-Dec-99		9/30/98	30-Jun-01			
Resident Training	30-Dec-99		N/A	30-Jun-01			
Service Coordinator	30-Dec-99		9/30/98	30-Jun-01			
Data Processing Coordinator	30-Dec-99		12/30/98	30-Jun-01			
Disater Planning	30-Dec-99		3/30/99	30-Jun-01			

Annual Statement / Performance and Evaluation Report

U. S. Department of Housing
and Urban Development

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

Comprehensive Grant Program (CGP) **Part 1: Summary**

Office of Public and Indian Housing

HA Name **Housing Authority of the City of Everett** Comprehensive Grant Number **WA19P006708-99** FFY of Grant Approval **1999**

- Original Annual Statement
 Reserve for Disaster/Emergencies
 Revised Annual Statement/Revision Number 12
 Final Performance and Evaluation Report
 Performance and Evaluation Report for Program Year Ending 12/30/00

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 62,006.00	\$ 88,945.02	\$ 88,945.02	\$ 30,745.20
4	1410 Administration	\$ 93,788.24	\$ 112,150.60	\$ 112,150.60	\$ 40,441.50
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ 80,799.93	\$ 93,603.66	\$ 93,603.66	\$ 26,199.42
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ 111,100.00	\$ 73,665.25	\$ 73,665.25	\$ 41,793.25
10	1460 Dwelling Structures	\$ 475,811.84	\$ 608,839.74	\$ 608,839.74	\$ 428,571.26
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 12,981.00	\$ 12,981.00	\$ 10,825.00
12	1470 Nondwelling Structures	\$ 234,850.00	\$ 90,775.59	\$ 90,775.59	\$ 88,789.59
13	1475 Nondwelling Equipment	\$ 46,005.62	\$ 39,141.72	\$ 39,141.72	\$ 39,141.72
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1495.1 Relocation Cost	\$ 1,182.00	\$ 1,403.42	\$ 1,403.42	\$ 1,403.42
16	1490 Replacement Reserve	\$ -	\$ -	\$ -	\$ -
17	1498 Mod Used for Development	\$ -	\$ -	\$ -	\$ -
18	1502 Contingency (may not exceed 8% of 19)	\$ 6,362.37	\$ -	\$ -	\$ -
19	Amount for Annual Grant (Sum of lines 2-19)	\$ 1,121,506.00	\$ 1,121,506.00	\$ 1,121,506.00	\$ 707,910.36
20	Amount of line 19 Relatd to LBP Activities	\$ -	\$ -	\$ -	\$ -
21	Amount of line 19 Related to Section 504 Compliance	\$ -	\$ -	\$ -	\$ -
22	Amount of line 19 Related to Security	\$ -	\$ -	\$ -	\$ -
23	Amount of line 19 Related to Energy Conservation	\$ -	\$ -	\$ -	\$ -

Signature of Executive Director and Date

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	Development Account Number	Quantity	P&E Budgets as of 6/30/00	Revision #12 2/2/01	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
6001: Baker Heights	A&E Social Hall Kitchen Redesign		1430	1	\$ -	\$ 13,176.00	\$ 13,176.00	\$ -	Revision #8: Moved work item forward from 5 year plan to put project together.
	Social Hall: Asbestos Abatement	504	1470	1	\$ 5,060.00	\$ -	\$ -	\$ -	Remove Asbestos Flooring from community center social hall. Rev 2 borrowed funds for other work items. BUT WORK ITEM STILL VIABLE.
	Social Hall: Kitchen Redesign Space	507	1470	1	\$ 10,000.00	\$ 96.00	\$ 96.00	\$ 96.00	Redesign kitchen space for better use of facility. Rev 2 borrowed funds for other work items.
	Social Hall: Resilient Flooring	509	1470	1	\$ 5,060.00	\$ -	\$ -	\$ -	Install new flooring after asbestos abatement. Rev 2 borrowed funds for other work items. BUT WORK ITEM IS STILL VIABLE.
	Social Hall: Appliance Replacement	551 552 553	1475	1	\$ 1,600.00	\$ -	\$ -	\$ -	Replacement of appliances. Rev 2 borrowed funds for other work items. BUT WORK ITEM IS STILL VIABLE
	Fire Extinguishers		1475	200	\$ -	\$ 790.02	\$ 790.02	\$ 790.02	Moved forward from 707-98 budget, Rev 1 on going work item to install fire extinguishers in each dwelling unit in the community.
	SUB-TOTAL				\$ 21,720.00	\$ 14,062.02	\$ 14,062.02	\$ 886.02	
6002: Grandview	Major Renovation		1460	12	\$ 525,030.00	\$ 571,079.46	\$ 571,079.46	\$ 390,810.98	Major renovation to approximately 12 units, to be completed by designed trade contractors and force account labor. Work will include, wall/ceiling insulation, fire extinguishers, wall/ceiling construction, floor construction, plumbing upgrade, electrical
	Relocation Costs (6-2)	27	1495	1	\$ 1,182.00	\$ 1,403.42	\$ 1,403.42	\$ 1,403.42	Relocation costs needed during renovation. Modernization units taken off line in a natural vacancy process as much as possible.
	Architectural Services (6-2)	31	1430	1	\$ 38,000.00	\$ 14,350.40	\$ 14,350.40	\$ 9,710.40	A&E services needed during renovation phase. This is a continued contract from previous budgets with Stickney Murphy Romine. Also other smaller A&E contractors for other work at the GV homes. Playgrounds, sidewalks and steps.
	Playground Area	114	1450	1	\$ 30,000.00	\$ 23,383.51	\$ 23,383.51	\$ 23,383.51	Redesign existing playground for better use of space and address safety issues. Purchase order signed, work is in progress.
	Clotheslines/Changed name to Steps, Ramps and Walks	128	1450	148	\$ 5,180.00	\$ 50,281.74	\$ 50,281.74	\$ 18,409.74	Install new system for outside clothes drying. Rev 2 changed work item to Steps/Sidewalks, from 5 year plan. Contract signed with Vahalla Construction for Phase I of this work.
	Furnace Replacement/Hot Water Tank		1465	12	\$ -	\$ -	\$ 0.00	\$ 0.00	Moved from 707 budget on Rev 1, but Ralph told me this should be under 1460 account number. I need to wait until I have enough payments for other 1465 to be able to credit the account for LOCCS purposes.
	Appliance Replacement	412 413	1465	12	\$ 9,600.00	\$ 12,981.00	\$ 12,981.00	\$ 10,825.00	Replacement of ranges and refrigerators in the 12 renovated units.
	SUB-TOTAL				\$ 608,992.00	\$ 673,479.53	\$ 673,479.53	\$ 454,543.05	
6003: Bakerview	A&E Landscaping Area		1430	1	\$ -	\$ 15,714.00	\$ 15,714.00	\$ -	Moved work item forward from 5 year plan to put project together.
	Landscaping	101	1450	1	\$ 27,800.00	\$ -	\$ -	\$ -	Upgrade landscape, including a garden and walkway to encourage seniors to keep active and participate in outdoor activities.
	Pole Mounted Lighting	110	1450	4	\$ 1,200.00	\$ -	\$ -	\$ -	Outdoor lighting upgrade. Rev 2 borrowed funds for other work items. BUT STILL VIABLE WORK ITEM.
	Irrigation Systems	123	1450	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Seating yard upgrade for resident use	175	1450	1	\$ 3,500.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Wood Doors	223	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Glass Doors	224	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Laundry Rooms	241	1470	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp. #	Development Account Number	Quantity	P&E Budgets as of 6/30/00	Revision #12 2/2/01	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
	ADA Compliance	249	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Asbestos Flooring Abatement	407	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Bath Tile Vinyl Flooring	416	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Bath Resilient Flooring	417	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Bath Fixtures	418	1460	Reserve	\$ 500.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Bath Accessories	420	1460	Reserve	\$ 500.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	Bath Vanities	421	1460	Reserve	\$ 1,000.00	\$ -	\$ -	\$ -	Reservation. Upgrade of existing components. Rev 2 borrowed funds for other work items.
	SUB-TOTAL				\$ 42,500.00	\$ 15,714.00	\$ 15,714.00	\$ -	
6-4: Pineview	A & E for Referenced Projects	31	1430	1	\$ 1,000.00	\$ 2,440.00	\$ 2,440.00	\$ 1,272.23	A&E services needed for referenced projects. Hired a roofing technical specialist to inspect the re-roof
	Wood/Vinyl Aluminum Walls	204	1460	1	\$ 25,000.00	\$ -	\$ -	\$ -	Prototype for deciding how to re-side units. Rev 2 borrowed funds for other work items.
	Small and Large Window Replacement	220 221	1460	1	\$ 10,000.00	\$ 37,760.28	\$ 37,760.28	\$ 37,760.28	Window upgrade. Rev 2 added funds to cover actual contract cost. This was a joint effort with a PUD grant for energy conservation. Completed 100%.
	SUB-TOTAL				\$ 36,000.00	\$ 40,200.28	\$ 40,200.28	\$ 39,032.51	
Agency Wide: Management Improvements	Asset management Assessment of existing property	1	1408	1	\$ 1,000.00	\$ -	\$ -	\$ -	Assess all EHA public housing communities from a private market asset management approach to develop goals for our agency plan. Rev 5 borrowed funds for other work items.
	CGP Related Training	4	1408	3	\$ 3,000.00	\$ 6,618.24	\$ 6,618.24	\$ 6,608.24	Training for CGP staff for continued effectiveness for the program.
	Develop Central Procurement Department	5	1408	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	Develop and coordinate centralized procurement procedures, policies and accounting methods, including legal review of contract documents.
	Disaster Planning and Training	7	1408	1	\$ 3,000.00	\$ -	\$ -	\$ -	Develop intergrated agency wide disaster plan that is compatible with the Snohomich County Plan.
	Human Resource Consultant	9	1408	1	\$ 15,000.00	\$ 23,750.00	\$ 23,750.00	\$ 20,000.00	Contract with human resource consultant to review procedures and functions, develop training programs for supervisory and management staff as necessary.
	Increase Internet capability	10	1408	1	\$ 1,000.00	\$ -	\$ -	\$ -	Internet capability needed for latest updates for all programs, contracting, etc.
	New PCs	13	1475	6	\$ 18,000.00	\$ 10,364.35	\$ 10,364.35	\$ 10,364.35	Converting all users from "dumb" terminals to PC based. Rev 2 borrowed funds for other work items.
	Record Keeping for Storage Facilities	17	1408	1	\$ 2,000.00	\$ 1,576.78	\$ 1,576.78	\$ 1,576.78	Phase 1 of comprehensive records management program.
	Resident Training (move to work, job related)	18	1408	1	\$ 3,256.00	\$ -	\$ -	\$ -	Develop resident training and job opportunities within the greater Everett area.
	Service Coordinator	20	1408	1	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 2,560.18	Coordinates, monitors and directs resident efforts toward move to work and FSS programs, coordinates with local PFS programs. Staff maintained, time reflected on bi-monthly time sheets.
	Technical Information Systems Coordinator	21	1408	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ -	Determines computer/technical needs, assess variety of hardware/software solutions, research compatibility with current system, initiate change orders, provide staff training related to upgrades. Staff maintained, time reflected on bi-monthly time sheets.
	Purchase and install remote locations hardware	33	1475	1	\$ 10,000.00	\$ -	\$ -	\$ -	Enable all off-site locations to be able to communicate with the main office computer main frame, Rev 2 borrowed funds for other work items.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Comp #	Development Account Number	Quantity	P&E Budgets as of 6/30/00	Revision #12 2/2/01	Total Actual Cost Funds Obligated	Funds Expended	Status of Proposed Work
Agency Wide: Physical Needs	Administration Building: A&E Services	31	1430	1	\$ 5,000.00	\$ 47,723.26	\$ 47,723.26	\$ 15,016.79	A&E services needed for the administration building for various projects. Roof, membrane, HVAC system, window replacement. Contracts signed, work in progress.
	Administration Building: Window Walls and Window Replacement	204	1470	1	\$ 20,000.00	\$ 58,493.39	\$ 58,493.39	\$ 58,493.39	When upgrading window replacements, walls will need to be redesigned for seismic stability, Rev 1 added replacment of large exterior glass and wall/ceiling construction work item from 5 year plan. Contract 98% completed on project.
	Administration Building: Built Up/Membrane Roof Replacement	211	1475 was 1470	1	\$ 120,000.00	\$ 60.00	\$ 60.00	\$ 60.00	New roof on administration office, prorated to cover other programs. Rev 1, changed from 1475 to 1470, per Ralph at HUD. A&E in progress.
	Administration Building: Roof Drainage	219	1470	1	\$ 1,000.00	\$ -	\$ -	\$ -	New roof drainage on administration office, prorated to cover other programs. Rev 1, changed from 1475 to 1470, per Ralph at HUD. A&E in progress.
	Administration Building: Large Windows	221	1470	1	\$ 27,000.00				Revision 1 added to window wall work.
	Administration Building: Seismic Upgrade	275	1475 was 1470	1	\$ 1,000.00	\$ -	\$ -	\$ -	Additional seismic work on roof to wall connections and glulam connections. Changed from 1475 to 1470 per Ralph at HUD. A&E work in progress.
	Telephone System Upgrade		1475	1	\$ -	\$ -	\$ -	\$ -	Moved from 707 budget, Rev 1, replacement of exisiting 15 year old system. Rev 2 borrowed funds for other work items.
	Litter Vac		1475	1	\$ -	\$ 27,987.35	\$ 27,987.35	\$ 27,987.35	Moved from the 707 budget, Rev 1, purchase of machine to clean litter from streets and common areas in all public housing areas. Rev 2 added funds to cover actual costs. Completed 100%
	Administration Building: Central Vent & Exhaust and HVAC System	308	1470 was 1475	Reserve	\$ 1,629.00	\$ 32,126.20	\$ 32,126.20	\$ 30,140.20	Install new HVAC electronic controls and thermostats. Continued partial work from 707 budget. Contract signed 85% completed. 9/6/00 Per Ralph changed from a 1475 to 1470.
	SUB-TOTAL OF AGENCY WIDE NEEDS				\$ 286,885.00	\$ 265,699.57	\$ 265,699.57	\$ 172,807.28	
Sundry	Advertising Costs	22	1410	1	\$ 2,000.00	\$ 2,709.93	\$ 2,709.93	\$ 2,709.93	Costs associated with advertising for sealed bid process.
Telephone Fees	Phone Costs	23	1410	2	\$ 500.00	\$ 372.50	\$ 372.50	\$ 187.10	Phone costs related to the comprehensive grant program.
Non Technical Salaries	Staff Benefits	24	1410	2	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 7,093.24	Staff maintained, time reflected on bi-monthly time sheets.
Non Technical Salaries	Staff Salaries	25	1410	2	\$ 68,000.00	\$ 87,068.17	\$ 87,068.17	\$ 30,451.23	Staff maintained, time reflected on bi-monthly time sheets.
Non Technical Salaries	Technical Salaries	26	1410	1	\$ 909.00	\$ -	\$ -	\$ -	Funds reserved for use of in-house employees performing technical and construction inspections and management less that 100% of their time. Not to exceed 8% of budget amount.
Contingency	Contingency	29	1502	1	\$ 30,000.00	\$ -	\$ -	\$ -	Rev 1 \$23, 637.63 to PV for window replacement.
Permit Fees	Plan Review Fees	30	1430	1	\$ 2,000.00	\$ 200.00	\$ 200.00	\$ 200.00	Costs associated with plan review by city planning office.
	SUB-TOTAL OF OTHER ITEMS				\$ 125,409.00	\$ 112,350.60	\$ 112,350.60	\$ 40,641.50	
	TOTAL				\$ 1,121,506.00	\$ 1,121,506.00	\$ 1,121,506.00	\$ 707,910.36	

Annual Statement / Performance and Evaluation Report
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)	
***Development Number / Name ***							
WA 6001: Baker Heights	30-Dec-00		30-Dec-00	30-Jun-02			
WA 6002: Grandview	30-Dec-00		30-Dec-00	30-Jun-02			
WA 6003: Bakerview	30-Dec-00		30-Dec-00	30-Jun-02			
WA 6004: Pineview	30-Dec-00		30-Dec-00	30-Jun-02			
WA 6005: Scattered Sites	30-Dec-00		30-Dec-00	30-Jun-02			
WA 6006: Scattered Sites	30-Dec-00		30-Dec-00	30-Jun-02			
WA 6008: Scattered Sites	30-Dec-00		30-Dec-00	30-Jun-02			
HA WIDE							
Purchase and Install remote locations hardware	30-Dec-00		30-Dec-00	30-Jun-02			
Administration Office: Window Walls	30-Dec-00		30-Dec-00	30-Jun-02			
Administration Office: Built Up / Membrane Roof							Moved to 501-2000 Annual Statement
Administration Office: Roof Drainage							Moved to 501-2000 Annual Statement
Administration Office: Large Window	30-Dec-00		30-Dec-00	30-Jun-02			
Administration Office: Seismic Upgrade	30-Dec-00		30-Dec-00	30-Jun-02			
Administration Office: Central Vent & Exhaust	30-Dec-00		30-Dec-00	30-Jun-02			
Management Improvements							
CGP Related Training	30-Dec-00		30-Dec-00	30-Jun-02			
Develop Central Procurement Procedures	30-Dec-00		30-Dec-00	30-Jun-02			

Annual Statement / Performance and Evaluation Report
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)	
Management Improvements continued							
Disaster Planning and Training	30-Dec-00		30-Dec-00	30-Jun-02			
Human Resource Consultant	30-Dec-00		30-Dec-00	30-Jun-02			
Increase Internet Capibility	30-Dec-00		30-Dec-00	30-Jun-02			
Purchase of new pc's	30-Dec-00		30-Dec-00	30-Jun-02			
Record Keeping Procedures	30-Dec-00		30-Dec-00	30-Jun-02			
Resident Training	30-Dec-00		30-Dec-00	30-Jun-02			
Service Coordinator	30-Dec-00		30-Dec-00	30-Jun-02			
Technical Information Systems Coordinator	30-Dec-00		30-Dec-00	30-Jun-02			

Annual Statement / Performance and Evaluation Report

Capital Fund Program **Part 1: Summary**

Housing Authority Name: Housing Authority of the City of Everett		Capital Fund Grant Number WA19P006501-00		FFY of Grant Approval 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement/Revision Number 1 <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/30/00			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (may not exceed 10% of 19)	\$ -	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ 94,760.00	\$ 94,760.00	\$ -	\$ -
4	1410 Administration	\$ 103,500.00	\$ 103,500.00	\$ -	\$ -
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 65,453.00	\$ 95,453.00	\$ 3,000.00	\$ -
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 77,418.00	\$ 127,418.00	\$ -	\$ -
10	1460 Dwelling Structures	\$ 586,609.00	\$ 256,109.00	\$ 160,220.56	\$ -
11	1465.1 Dwelling Equipment-Nonexpendable	\$ 9,600.00	\$ 9,600.00	\$ -	\$ -
12	1470 Nondwelling Structures	\$ 72,000.00	\$ 242,000.00	\$ -	\$ -
13	1475 Nondwelling Equipment	\$ 11,500.00	\$ 112,000.00	\$ -	\$ -
14	1485 Demolition				
15	1495.1 Relocation Cost	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -
16	1490 Replacement Reserve				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of 19)	\$ 34,244.00	\$ 14,244.00	\$ -	\$ -
19	Amount fo Annual Grant (Sum of lines 2-19)	\$ 1,057,084.00	\$ 1,057,084.00	\$ 163,220.56	\$ -
20	Amount of line 19 Relatd to LBP Activities				
21	Amount of line 19 Related to Section 504 Compliance				
22	Amount of line 19 Related to Security				
23	Amount of line 19 Related to Energy Conservation				
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
6001: Baker Heights	Baker heights Community Center Kitchen Redesign	147000-000035-000-001	1	\$ -	\$ 20,000.00	\$ -	\$ -	Revision 1, 12/6/00 moved forward from 708 annual statement. Redesign community kitchen space to better serve residents.
Sub-Total for Baker Heights				\$ -	\$ 20,000.00	\$ -	\$ -	
6002: Grandview	A&E Fees for Major Interior Renovation	143010-000016-000-002	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	A&E services needed during renovation phase of the Grandview Homes. This is a continued contract with Stickey, Murphy Romine.
6002: Grandview	Phase 2: Concrete Work Paved walks and surfaces; Steps and Ramps; Retaining walks and surfaces	145000-000019-000-002	Phase 2	\$ 39,000.00	\$ 39,000.00	\$ -	\$ -	Phase 2 for sidewalks, steps and ramps throughout the area.
6002: Grandview	Major Interior Renovation	146000-000023-000-002	12	\$ 537,659.00	\$ 207,159.00	\$ 160,220.56	\$ -	Major Interior Renovation to be completed by designed trade contractors and force account labor. Work items to include wall & ceiling insulation, chimneys, fire extinguishers, wall & ceiling finishes, asbestos flooring abatement, resilient flooring, doors and frames, cabinets, counters & sink, bath fixtures and accessories, hot water tank, thermostats, electric service/panel/wiring, smoke/fire detectors, firewalls/draftwalls in attics and storage areas, carbon monoxide detectors, plumbing upgrades window coverings. (Includes bathroom areas)
6002: Grandview	Appliance Replacement	146510-000025-000-002	12	\$ 9,600.00	\$ 9,600.00	\$ -	\$ -	Purchase of new appliances (ranges and refrigerators) on modernized units.
6002: Grandview	Hot Water Tank Replacement							Hot water tank replacment. This was moved to 1460 under Major Interior Renovation
Sub-Total for Grandview				\$ 589,259.00	\$ 258,759.00	\$ 163,220.56	\$ -	
6003: Bakerview	Outside Grounds Work: Paved walks and surfaces; Fencing; Retaining Walls; Landscaping	145000-000020-000-003	4700 Square Feet 100 Linear Foot 100 Linear Foot	\$ 33,418.00	\$ 83,418.00	\$ -		Increase paved areas at south entrance including garden walkway, privacy fencing for resident recreation area, build retaining walls to support re-grade for resident recreation area. Revision 1 12/6/00 moved the landscaping from the 708 annual budget forward.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
6003: Bakerview	Fixed Furniture	145000-000021-000-003	1 Set	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	Install and/or build covered and uncovered attached seating and tables for resident recreation area.
6003: Bakerview	Irrigation Systems	145000-000022-000-003	Preliminary Cost	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Investigate existing irrigation system for possible repairs.
Sub-Total for Bakerview				\$ 38,418.00	\$ 88,418.00	\$ -	\$ -	
6004: Pineview	Exterior Walls: Wood/Vinyl/Aluminum Walls	146000-000024-000-004	6	\$ 48,950.00	\$ 48,950.00	\$ -	\$ -	Investigate moisture issues in walls and repair as necessary, paint entire community in coordinating colors.
Sub-Total for Pineview				\$ 48,950.00	\$ 48,950.00	\$ -	\$ -	
Agency Wide: Management Improvements	Develop Central Procurement	140800-000001-000-000	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	Phase II: Continue developing documents for contracting through the development department.
Agency Wide: Management Improvements	Human Resource Consultant	140800-000002-000-000	1	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	3rd of 4 years of phased hourly consultant. To review policies for employee safety, training.
Agency Wide: Management Improvements	Agency Wide Disaster Planning/Training	140800-000003-000-000	1	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	Train employees in basic emergency response.
Agency Wide: Management Improvements	Development Staff Training for Capital Funds and related topics	140800-000004-000-000	2	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	New funding regulations requires staff training
Agency Wide: Management Improvements	Assesst Management Assesement	140800-000005-000-000	1	\$ 5,760.00	\$ 5,760.00	\$ -	\$ -	Hire consultant to assist performing asset review to establish asset management foundation.
Agency Wide: Management Improvements	Management Study	140800-000006-000-000	Preliminary Cost	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	Preliminary funds for management study.
Agency Wide: Management Improvements	Resident Training (move to work, job related)	140800-000007-000-000	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	Officer specific training to enhance job skills for residents in construction related positions.
Agency Wide: Management Improvements	Technical Information Systems Coordinator	140800-000008-000-000	1	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	Phase III: Networking all EHA offices, converting dumb terminals to pcs.
Agency Wide: Management Improvements	Modernization Software / Training	140800-000009-000-000	3	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	Training for new software upgrades, digital equipment, etc.
Agency Wide: Management Improvements	Record Keeping	140800-000010-000-000	1	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Plan reviews, copies, storage cabinets.
Sub-Total for Agency Wide: Management Improvements				\$ 94,760.00	\$ 94,760.00	\$ -	\$ -	

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
Agency Wide: Physical Needs	A&E Fees for Administration Office	143010-000017-000-000	1	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	A&E services needed for the modernization work needed on the administration building.
Agency Wide: Physical Needs	Consultant: Security Assessment	143010-000034-000-000	1	\$ -	\$ 30,000.00	\$ -	\$ -	Moved forward from 5 year plan year 4, to cover resident issues involving security issues.
Agency Wide: Physical Needs	Combo Work of Administration Office window walls, window replacement, wall and ceiling construction; Glass Doors; Vestibules; Office Changes; Seismic Upgrades	147000-000027-000-000	1	\$ 24,500.00	\$ 24,500.00	\$ -	\$ -	Repair vestibule areas after new doors and equipment is installed. Paint and patch walls, install seismic fittings in building at wall, floor and roof connections, sheet roof with plywood.
Agency Wide: Physical Needs	Administration Office: Central Vent & Exhaust HVAC Systeem Upgrads	147000-000028-000-000	1	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	Phase II: Upgrading existing HVAC controls and systems, purchase of cooling tower on roof.
Agency Wide: Physical Needs	Administration Office: Power wiring Emergency Generator	147000-000029-000-000	Preliminary Cost	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	Minor wiring changes to meet load amounts and acquirie and install new emergency generator.
Agency Wide: Physical Needs	Admin Roof Replacement and Gutters	147000-000036-000-000	1	\$ -	\$ 150,000.00	\$ -	\$ -	Revision 1, 12/6/00 moved forward from 708 annual statement. Replace existing roof and gutter system on the administration building
Agency Wide: Physical Needs	New PC's and New Hardware Color Printer and Digital Camera	147510-000030-000-000	1	\$ 11,500.00	\$ 11,500.00	\$ -	\$ -	Upgrade existing equipment and purchase new equipment to meet management needs and purchase digital camera to better record capital improvmenet work progress.
Agency Wide: Physical Needs	Relocation Costs for (6-2)	149510-000031-000-002	1	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Relocation funds for relocating public housing tenants during Grandview Modernization.
Agency Wide: Physical Needs	Comp Grant Crew Work Vehicle	147510-000033-000-000	1	\$ -	\$ 20,000.00	\$ -	\$ -	Purchase of pickup with tommy lift for construction work by in house force account crew.
Agency Wide: Physical Needs	Baker Heights Fire Extinguishers	147510-000037-000-001		\$ -	\$ 500.00	\$ -	\$ -	Revision 1, 12/6/00 moved work item from 708 annual statement to finish the purchase of extinguishrs for community
Agency Wide: Physical Needs	Telephone System Replacement	147510-000038-000-000	1	\$ -	\$ 80,000.00	\$ -	\$ -	Revision 1, 12/6/00 Replace failing agency wide telephone system.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
Sub-Total for Agency Wide: Physical Needs				\$ 145,500.00	\$ 426,000.00	\$ -	\$ -	
Contingency	Contingency	150200-000032-000-000		\$ 34,244.00	\$ 14,244.00	\$ -	\$ -	Contingency.
Sub-Total for Contingency				\$ 34,244.00	\$ 14,244.00	\$ -	\$ -	
Other	Staff Salaries	141010-000011-000-000	2	\$ 78,000.00	\$ 78,000.00	\$ -	\$ -	Staff maintained, time reflected on bi-monthly timesheets.
Other	Technical Salaries	141010-000012-000-000	2	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	Funds reserved for use of in-house employees performing technical and construction inspections and management less than 100% of their time.
Other	Phone/Radio Costs	141016-000013-000-000	1	\$ 500.00	\$ 500.00	\$ -	\$ -	Phone costs related to the capital fund program.
Other	Advertising Costs	141019-000014-000-000		\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Advertising costs related to sealed bid projects for the capital fund program.
Other	Staff Benefits	141090-000015-000-000	2	\$ 22,000.00	\$ 22,000.00	\$ -	\$ -	Staff maintained, time reflected on bi-monthly timesheets.
Other	Plan Review Fees	143060-000018-000-000		\$ 2,453.00	\$ 2,453.00	\$ -	\$ -	Plan fees needed for city planning department to review plans for construction of capital fund projects.
Sub-Total for Other				\$ 105,953.00	\$ 105,953.00	\$ -	\$ -	
Grant Total Budget				\$ 1,057,084.00	\$ 1,057,084.00	\$ 163,220.56	\$ -	

Annual Statement / Performance and Evaluation Report Capital Fund Program Part III: Implementation Schedule			U. S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB Approval No. 2577-0157 (exp. 7/31/98)	
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
***Development Number / Name ***							
WA 6001: Baker Heights	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
WA 6002: Grandview	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
WA 6003: Bakerview	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
WA 6004: Pineview	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
HA WIDE							
Combo Work of Administration Office window walls, window replacement, wall and ceiling construction	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Administration Office:Glass Doors, vestibules, offices, siesmic upgrades	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Administration Office:Central Vent & Exhaust, HVAC System	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Administration Office:Power wiring, emergency generator	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Administration Office: Roof Replacment and Gutters	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
New PC's / Hardware, digital camera, color printer	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Relocation Costs for (6-2)	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Force account Crew Work Vehicle	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Management Improvements							
Develop Central Procurement	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Human Resource Consultant	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.

Annual Statement / Performance and Evaluation Report Capital Fund Program Part III: Implementation Schedule			U. S. Department of Housing and Urban Development Office of Public and Indian Housing			OMB Approval No. 2577-0157 (exp. 7/31/98)	
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Agency Wide Disaster Planning/Training	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Development Staff Training for Capital Funds and related topics	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Assesment Management Assesment	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Management Study	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Resident Training (move to work, job related)	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Technical Information Systems Coordinator	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Modernization Software / Training	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.
Record Keeping	December 30, 2001	March 30, 2001		June 30, 2003	September 30, 2001		Proposed budget was not received approved from HUD until October 6, 2000, revised dates to start at that time.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
Agency Wide: Management Improvements	Develop Central Procurement	140800-000001-000-000	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	Phase II: Continue developing documents for contracting through the development department.
Agency Wide: Management Improvements	Human Resource Consultant	140800-000002-000-000	1	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	3rd of 4 years of phased hourly consultant. To review policies for employee safety, training.
Agency Wide: Management Improvements	Agency Wide Disaster Planning/Training	140800-000003-000-000	1	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	Train employees in basic emergency response.
Agency Wide: Management Improvements	Development Staff Training for Capital Funds and related topics	140800-000004-000-000	2	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	New funding regulations requires staff training
Agency Wide: Management Improvements	Assesst Management Assesement	140800-000005-000-000	1	\$ 5,760.00	\$ 5,760.00	\$ -	\$ -	Hire consultant to assist performing asset review to establish asset management foundation.
Agency Wide: Management Improvements	Management Study	140800-000006-000-000	Preliminary Cost	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	Preliminary funds for management study.
Agency Wide: Management Improvements	Resident Training (move to work, job related)	140800-000007-000-000	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	Officer specific training to enhance job skills for residents in construction related positions.
Agency Wide: Management Improvements	Technical Information Systems Coordinator	140800-000008-000-000	1	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	Phase III: Networking all EHA offices, converting dumb terminals to pcs.
Agency Wide: Management Improvements	Modernization Software / Training	140800-000009-000-000	3	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	Training for new software upgrades, digital equipment, etc.
Agency Wide: Management Improvements	Record Keeping	140800-000010-000-000	1	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Plan reviews, copies, storage cabinets.
				\$ 94,760.00	\$ 94,760.00	\$ -	\$ -	
Other	Staff Salaries	141010-000011-000-000	2	\$ 78,000.00	\$ 78,000.00	\$ -	\$ -	Staff maintained, time reflected on bi-monthly timesheets.
Other	Technical Salaries	141010-000012-000-000	2	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	Funds reserved for use of in-house employees performing technical and construction inspections and management less than 100% of their time.
Other	Phone/Radio Costs	141016-000013-000-000	1	\$ 500.00	\$ 500.00	\$ -	\$ -	Phone costs related to the capital fund program.
Other	Advertising Costs	141019-000014-000-000		\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Advertising costs related to sealed bid projects for the capital fund program.
Other	Staff Benefits	141090-000015-000-000	2	\$ 22,000.00	\$ 22,000.00	\$ -	\$ -	Staff maintained, time reflected on bi-monthly timesheets.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
				\$ 103,500.00	\$ 103,500.00	\$ -	\$ -	
6002: Grandview	A&E Fees for Major Interior Renovation	143010-000016-000-002	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	A&E services needed during renovation phase of the Grandview Homes. This is a continued contract with Stickey, Murphy Romine.
Agency Wide: Physical Needs	A&E Fees for Administration Office	143010-000017-000-000	1	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	A&E services needed for the modernization work needed on the administration building.
Agency Wide: Physical Needs	Consultant: Security Assessment	143010-000034-000-000	1	\$ -	\$ 30,000.00	\$ -	\$ -	Moved forward from 5 year plan year 4, to cover resident issues involving security issues.
Other	Plan Review Fees	143060-000018-000-000		\$ 2,453.00	\$ 2,453.00	\$ -	\$ -	Plan fees needed for city planning department to review plans for construction of capital fund projects.
				\$ 65,453.00	\$ 95,453.00	\$ 3,000.00	\$ -	
6002: Grandview	Phase 2: Concrete Work Paved walks and surfaces; Steps and Ramps; Retaining walks and surfaces	145000-000019-000-002	Phase 2	\$ 39,000.00	\$ 39,000.00	\$ -	\$ -	Phase 2 for sidewalks, steps and ramps throughout the area.
6003: Bakerview	Outside Grounds Work: Paved walks and surfaces; Fencing; Retaining Walls; Landscaping	145000-000020-000-003	4700 Square Feet 100 Linear Foot 100 Linear Foot	\$ 33,418.00	\$ 83,418.00	\$ -	\$ -	Increase paved areas at south entrance including garden walkway, privacy fencing for resident recreation area, build retaining walls to support re-grade for resident recreation area. Revision 1 12/6/00 moved the landscaping from the 708 annual budget for
6003: Bakerview	Fixed Furniture	145000-000021-000-003	1 Set	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	Install and/or build covered and uncovered attached seating and tables for resident recreation area.
6003: Bakerview	Irrigation Systems	145000-000022-000-003	Preliminary Cost	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Investigate existing irrigation system for possible repairs.
				\$ 77,418.00	\$ 127,418.00	\$ -	\$ -	
6002: Grandview	Major Interior Renovation	146000-000023-000-002	12	\$ 537,659.00	\$ 207,159.00	\$ 160,220.56	\$ -	Major Interior Renovation to be completed by designed trade contractors and force account labor. Work items to include wall & ceiling insulation, chimneys, fire extinguishers, wall & ceiling finishes, asbestos flooring abatement, resilient flooring, doors
6004: Pineview	Exterior Walls: Wood/Vinyl/Aluminum Walls	146000-000024-000-004	6	\$ 48,950.00	\$ 48,950.00	\$ -	\$ -	Investigate moisture issues in walls and repair as necessary, paint entire community in coordinating colors.

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
				\$ 586,609.00	\$ 256,109.00	\$ 160,220.56	\$ -	
6002: Grandview	Appliance Replacement	146510-000025-000-002	12	\$ 9,600.00	\$ 9,600.00	\$ -	\$ -	Purchase of new appliances (ranges and refrigerators) on modernized units.
				\$ 9,600.00	\$ 9,600.00	\$ -	\$ -	
Agency Wide: Physical Needs	Combo Work of Administration Office window walls, window replacement, wall and ceiling construction; Glass Doors; Vestibules; Office Changes; Seismic Upgrades	147000-000027-000-000	1	\$ 24,500.00	\$ 24,500.00	\$ -	\$ -	Repair vestibule areas after new doors and equipment is installed. Paint and patch walls, install seismic fittings in building at wall, floor and roof connections, sheet roof with plywood.
Agency Wide: Physical Needs	Administration Office: Central Vent & Exhaust HVAC Systyem Upgrads	147000-000028-000-000	1	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	Phase II: Upgrading existing HVAC controls and systems, purchase of cooling tower on roof.
Agency Wide: Physical Needs	Administration Office: Power wiring Emergency Generator	147000-000029-000-000	Preliminary Cost	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	Minor wiring changes to meet load amounts and acqurie and install new emergency generator.
6001: Baker Heights	Baker heights Community Center Kitchen Redesign	147000-000035-000-001	1	\$ -	\$ 20,000.00	\$ -	\$ -	Revision 1, 12/6/00 moved forward from 708 annual statement. Redesign community kitchen space to better serve residents.
Agency Wide: Physical Needs	Admin Roof Replacement and Gutters	147000-000036-000-000	1	\$ -	\$ 150,000.00	\$ -	\$ -	Revision 1, 12/6/00 moved forward from 708 annual statement. Replace existing roof and gutter system on the administration building
Agency Wide: Physical Needs	Steam Vapor System	147510-000039	1	\$ -				
				\$ 72,000.00	\$ 242,000.00	\$ -	\$ -	
Agency Wide: Physical Needs	New PC's and New Hardware Color Printer and Digital Camera	147510-000030-000-000	1	\$ 11,500.00	\$ 11,500.00	\$ -	\$ -	Upgrade existing equipment and purchase new equipment to meet management needs and purchase digital camera to better record capital improvmenet work progress.
Agency Wide: Physical Needs	Comp Grant Crew Work Vehicle	147510-000033-000-000	1	\$ -	\$ 20,000.00	\$ -	\$ -	Purchase of pickup with tommy lift for construction work by in house force account crew.
Agency Wide: Physical Needs	Baker Heights Fire Extinguishers	147510-000037-000-001		\$ -	\$ 500.00	\$ -	\$ -	Revision 1, 12/6/00 moved work item from 708 annual statement to finish the purchase of extinguishrs for community

Development Number/Name HA-wide Activities	General Description of Major Work Categories	Development Account Number for Fund 501-2000	Quantity	Total Estimated Cost Original	Revised/Budget Revision	Total Actual Cost Funds Obligated	Funds Expended	Status
Agency Wide: Physical Needs	Telephone System Replacement	147510-000038-000-000	1	\$ -	\$ 80,000.00	\$ -	\$ -	Revision 1, 12/6/00 Replace failing agency wide telephone system.
				\$ 11,500.00	\$ 112,000.00	\$ -	\$ -	
Agency Wide: Physical Needs	Relocation Costs for (6-2)	149510-000031-000-002	1	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	Relocation funds for relocating public housing tenants during Grandview Modernization.
				\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	
Contingency	Contingency	150200-000032-000-000		\$ 34,244.00	\$ 14,244.00	\$ -	\$ -	Contingency.
				\$ 34,244.00	\$ 14,244.00	\$ -	\$ -	
6002: Grandview	Hot Water Tank Replacement							Hot water tank replacment. This was moved to 1460 under Major Interior Renovation
Grant Total Budget				\$ 1,057,084.00	\$ 1,057,084.00	\$ 163,220.56	\$ -	

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Everett				Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement		Reserve for Disaster/Emergencies		Revised Annual Statement (revision #)	
Performance and Evaluation Report for Period Ending:			Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Cost Estimate		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	74,500.00	-	-	-
3	1408 Management Improvements	19,000.00	-	-	-
4	1410 Administration	103,000.00	-	-	-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,000.00	-	-	-
8	1440 Site Acquisition				
9	1450 Site Improvements	106,100.00	-	-	-
10	1460 Dwelling Structures	664,406.00	-	-	-
11	1465.1 Dwelling Equipment-Nonexpendable	9,600.00	-	-	-
12	1470 Nondwelling Structures	1,336.00	-	-	-
13	1475 Nondwelling Equipment	27,806.00	-	-	-
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000.00	-	-	-
18	1499 Development Costs				
19	1502 Contingency	65,860.00	-	-	-
20	Amount of Annual Grant (sum of lines 2-19)	1,080,608.00	-	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance (est)	54,600.00			
23	Amount of line 20 Related to Security-soft costs				
23	Amount of line 20 Related to Security-hard costs (est)	64,471.00			
24	Amount of line 20 Related to Energy Conservation Measures (est)	87,418.00			
25	Collateralization Expenses or Debt Service				
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part 2: Supporting Pages

Dev #	Comp #	Related To	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6-1 Baker Heights	212	Energy	1460	Replacement of asphalt or fiberglass shingles	Phase 1	14,000.00				
6-1 Baker Heights	219		1460	Replacement of Gutters and downspouts	Phase 1	1,000.00				
6-1 Baker Heights	447	Energy	1460	Construction of firewalls/draftwalls in attics and storage areas	Prelim	12,500.00				
6-2 Grandview	101	ADA	1450	Upgrade existing landscaping	Phase 1	10,000.00				
6-2 Grandview	104	ADA	1450	Replacement of Paved Walks/Surfaces	Phase 3	20,000.00				
6-2 Grandview	106	ADA	1450	Replacement of steps and ramps	Phase 3	20,000.00				
6-2 Grandview	109		1450	Upgrade to existing Drainage	1	15,000.00				
6-2 Grandview	110	Security	1450	Replacement of pole mounted lighting	1	5,000.00				
6-2 Grandview	111	ADA	1450	Installation of furniture (fixed)	1 set	2,400.00				
6-2 Grandview	128	ADA	1450	Clothes Line Replacement	Prelim	1,500.00				
6-2 Grandview	150		1450	remove and abate underground oil tanks	Phase 1	30,000.00				
6-2 Grandview	220	Energy	1460	Replacement of small windows	Phase 1	10,000.00				
6-2 Grandview	221	Energy	1460	Replacement of large windows	Phase 1	10,000.00				
6-2 Grandview	222		1460	Installation of metal doors	Phase 1	5,000.00				
6-2 Grandview	233		1460	Construction of storage sheds off units	Phase 1	5,000.00				

Dev #	Comp #	Related To	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
6-2 Grandview	all *'s	Partial Energy Security	1460	major interior renovation	12	509,823.00				
6-2 Grandview	432	Energy	1460	Replacement of furnaces	Prelim	17,940.00				
6-2 Grandview	433	Energy	1460	Replacement of hot water heater	12	4,248.00				
6-2 Grandview	413	Energy	1465	Replace refrigerators	12	4,200.00				
6-2 Grandview	412	Energy	1465	Replace ranges	12	5,400.00				
6-3 Bakerview Apartments	112	ADA	1450	Install unit landscaping areas	10	1,000.00				
6-3 Bakerview Apartments	434	Energy	1460	Upgrade thermostat	151	4,530.00				
6-3 Bakerview Apartments	441	Security	1460	Upgrade smoke/fire detectors	151	5,285.00				
6-3 Bakerview Apartments	608	Security	1460	Security Card Access System with Monitoring Cameras	1	50,000.00				
6-4 Pineview Apartments	111	ADA	1450	Installation of furniture (fixed)	1 set	1,200.00				
6-4 Pineview Apartments	204	Energy	1460	Replacement of wood /vinyl or aluminum siding	Phase 1	10,000.00				
6-4 Pineview Apartments	229	Security	1460	Install building mounted site lights	6	1,500.00				
6-4 Pineview Apartments	441	Security	1460	Upgrade smoke/fire detectors	34	680.00				
6-4 Pineview Apartments	450	Security	1460	Install carbon monoxide detectors	34	1,700.00				
6-4 Pineview Apartments	305	Security	1475	Fire Extinguishers	34	306.00				
6-5 Scattered Sites	417		1460	Replacement of bath resilient flooring	Prelim	1,200.00				

Dev #	Comp #	Related To	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Administration	627		1410	Advertising Costs	Multiple	2,000.00				
Administration	628		1410	Phone Costs	Multiple	500.00				
Administration	629		1410	Staff Benefits	2	22,000.00				
Administration	630		1410	Staff Salaries	2	78,000.00				
Administration	631		1410	Technical Salaries	2	500.00				
Contingency	644		1502	Contingency	1	65,860.00				
Fees/Costs	632		1430	Plan Review Fees	Multiple	2,000.00				
Fees/Costs	634		1430	A&E for Grandview Projects	3	1,000.00				
Fees/Costs	636		1430	A&E for Bakerview Projects	3	1,000.00				
Fees/Costs	637		1430	A&E for Pineview Projects	3	1,000.00				
Fees/Costs	639		1430	A&E for SS 6-6 Projects	2	1,000.00				
Fees/Costs	640		1430	A&E for SS 6-8 Projects	2	1,000.00				
Management Improvements	601		1406	central procurement /general clerk	1	5,000.00				
Management Improvements	603		1406	human resource consultant	1	15,000.00				
Management Improvements	606		1406	related training for capital funds	3	3,000.00				
Management Improvements	611		1406	service coordinator	1	5,000.00				
Management Improvements	612		1406	technical information systems coordinator	1	45,000.00				

Dev #	Comp #	Related To	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended	Status of Work
Management Improvements	624		1406	Record Keeping Procedures	1	1,500.00				
Management Improvements	604		1408	disaster planning & training	4	3,000.00				
Management Improvements	607		1408	asset managemnt assessment of exisiting property	1	1,000.00				
Management Improvements	610		1408	resident training (move to work, job related)	4	5,000.00				
Management Improvements	620		1408	modernization related software & training	1	10,000.00				
Non-Dwelling Equipment	579		1475	Comp Grant Crew Work Truck	1	9,000.00				
Non-Dwelling Equipment	625		1475	Printers and/or upgrades (prorated)	2	1,500.00				
Non-Dwelling Equipment	626		1475	digital camera (prorated)	1	1,000.00				
Non-Dwelling Equipment	645		1475	projector (prorated)	1	6,000.00				
Non-Dwelling Equipment	646		1475	Ergonomic Upgrades (prorated)	Multiple	10,000.00				
Non-Dwelling Structures	404		1470	Replace Admin Bldg Carpet (prorated)	Prelim	1,336.00				
Relocation	642		1495	Relocation Costs (6-2)	Multiple	2,000.00				
GRANT TOTAL						1,080,608.00				

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part 3: Implementation Schedule							
Dev #/Activities	All Fund Obligated Quarter Ending Date			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
6-1 Baker Heights	12/30/02			6/30/04			
6-2 Grandview	12/30/02			6/30/04			
6-3 Bakerview	12/30/02			6/30/04			
6-4 Pineview	12/30/02			6/30/04			
6-5 Scattered Sites	12/30/02			6/30/04			
6-8 Scattered Sites	12/30/02			6/30/04			
Management Improvements	12/30/02			6/30/04			
Administration	12/30/02			6/30/04			

Dev #	Comp #	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended
Management Improvements	601	1406	central procurement /general clerk	1	5,000.00			
Management Improvements	603	1406	human resource consultant	1	15,000.00			
Management Improvements	606	1406	related training for capital funds	3	3,000.00			
Management Improvements	611	1406	service coordinator	1	5,000.00			
Management Improvements	612	1406	technical information systems coordinator	1	45,000.00			
Management Improvements	624	1406	Record Keeping Procedures	1	1,500.00			
			Sub-total		74,500.00			
Management Improvements	604	1408	disaster planning & training	4	3,000.00			
Management Improvements	607	1408	asset managemnt assessment of exisiting property	1	1,000.00			
Management Improvements	610	1408	resident training (move to work, job related)	4	5,000.00			
Management Improvements	620	1408	modernization related software & training	1	10,000.00			
			Sub-Total	1408	19,000.00			
Administration	627	1410	Advertising Costs	Multiple	2,000.00			
Administration	628	1410	Phone Costs	Multiple	500.00			
Administration	629	1410	Staff Benefits	2	22,000.00			
Administration	630	1410	Staff Salaries	2	78,000.00			

Dev #	Comp #	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended
Administration	631	1410	Technical Salaries	2	500.00			
			Sub-Total	1410	103,000.00			
Fees/Costs	632	1430	Plan Review Fees	Multiple	2,000.00			
Fees/Costs	634	1430	A&E for Grandview Projects	3	1,000.00			
Fees/Costs	636	1430	A&E for Bakerview Projects	3	1,000.00			
Fees/Costs	637	1430	A&E for Pineview Projects	3	1,000.00			
Fees/Costs	639	1430	A&E for SS 6-6 Projects	2	1,000.00			
Fees/Costs	640	1430	A&E for SS 6-8 Projects	2	1,000.00			
			Sub-Total	1430	7,000.00			
6-2 Grandview	101	1450	Upgrade existing landscaping	Phase 1	10,000.00			
6-2 Grandview	104	1450	Replacement of Paved Walks/Surfaces	Phase 3	20,000.00			
6-2 Grandview	106	1450	Replacement of steps and ramps	Phase 3	20,000.00			
6-2 Grandview	109	1450	Upgrade to existing Drainage	1	15,000.00			
6-2 Grandview	110	1450	Replacement of pole mounted lighting	1	5,000.00			
6-2 Grandview	111	1450	Installation of furniture (fixed)	1 set	2,400.00			
6-2 Grandview	128	1450	Clothes Line Replacement	Prelim	1,500.00			

Dev #	Comp #	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended
6-2 Grandview	150	1450	remove and abate underground oil tanks	Phase 1	30,000.00			
6-3 Bakerview Apartments	112	1450	Install unit landscaping areas	10	1,000.00			
6-4 Pineview Apartments	111	1450	Installation of furniture (fixed)	1 set	1,200.00			
Sub-Total				1450	106,100.00			
6-1 Baker Heights	212	1460	Replacement of asphalt or fiberglass shingles	Phase 1	14,000.00			
6-1 Baker Heights	219	1460	Replacement of Gutters and downspouts	Phase 1	1,000.00			
6-1 Baker Heights	447	1460	Construction of firewalls/draftwalls in attics and storage areas	Prelim	12,500.00			
6-2 Grandview	220	1460	Replacement of small windows	Phase 1	10,000.00			
6-2 Grandview	221	1460	Replacement of large windows	Phase 1	10,000.00			
6-2 Grandview	222	1460	Installation of metal doors	Phase 1	5,000.00			
6-2 Grandview	233	1460	Construction of storage sheds off units	Phase 1	5,000.00			
6-2 Grandview	all *'s	1460	major interior renovation	12	509,823.00			
6-3 Bakerview Apartments	434	1460	Replacement of thermostats	151	4,530.00			
6-3 Bakerview Apartments	441	1460	Upgrade smoke/fire detectors	151	5,285.00			
6-3 Bakerview Apartments	608	1460	Security Card Access System with Monitoring Cameras	1	50,000.00			
6-4 Pineview Apartments	204	1460	Replacement of wood /vinyl or aluminum siding	Phase 1	10,000.00			

Dev #	Comp #	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended
6-4 Pineview Apartments	229	1460	Install building mounted site lights	6	1,500.00			
6-4 Pineview Apartments	441	1460	Upgrade smoke/fire detectors	34	680.00			
6-4 Pineview Apartments	450	1460	Install carbon monoxide detectors	34	1,700.00			
6-5 Scattered Sites	417	1460	Replacement of bath resilient flooring	Prelim	1,200.00			
6-2 Grandview	432	1460	Replacement of furnaces	Prelim	17,940.00			
6-2 Grandview	433	1460	Replacement of hot water heater	12	4,248.00			
			Sub-Total	1460	664,406.00			
6-2 Grandview	413	1465	Replace refrigerators	12	4,200.00			
6-2 Grandview	412	1465	Replace ranges	12	5,400.00			
			Sub-Total	1465	9,600.00			
Non-Dwelling Structures	404	1470	Replace Admin Bldg Carpet	Prelim	1,336.00			
			Sub-Total	1470	1,336.00			
6-4 Pineview Apartments	305	1475	Fire Extinguishers	34	306.00			
Non-Dwelling Equipment	579	1475	Comp Grant Crew Work Truck	1	9,000.00			
Non-Dwelling Equipment	625	1475	Printers and/or upgrades (prorated)	2	1,500.00			
Non-Dwelling Equipment	626	1475	digital camera (prorated)	1	1,000.00			

Dev #	Comp #	Acct #	General Description of Major Work Categories	Quantity	Original Estimated Cost	Revised Cost	Obligated	Expended
Non-Dwelling Equipment	645	1475	projector (prorated)	1	6,000.00			
Non-Dwelling Equipment	646	1475	Ergonomic Upgrades (prorated)	Multiple	10,000.00			
			Sub-Total	1475	27,806.00			
Relocation	642	1495	Relocation Costs (6-2)	Multiple	2,000.00			
			Sub-Total	1495	2,000.00			
Contingency	644	1502	Contingency	1	65,860.00			
			Sub-Total	1502	65,860.00	-	-	-
			Grand Total		1,080,608.00			

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
632	1430	Plan Review Fees		2,000.00				2,000.00		2,000.00
633	1430	A&E for Baker Heights Projects								1,000.00
634	1430	A&E for Grandview Projects								1,000.00
635	1430	A&E for Grandview Renovation		3,000.00						
636	1430	A&E for Bakerview Projects								1,000.00
637	1430	A&E for Pineview Projects								2,000.00
638	1430	A&E for SS 6-5 Projects								1,000.00
639	1430	A&E for SS 6-6 Projects								1,000.00
640	1430	A&E for SS 6-8 Projects								1,000.00
641	1430	A&E for Admin Building								1,000.00
		1430		5,000.00		-		2,000.00		11,000.00
642	1495	Relocation Costs (6-2)		2,000.00		2,000.00				
642	1495	Relocation Costs (6-3)		2,000.00						
		1495		4,000.00		2,000.00		-		-
644	1502	Contingency		54,474.00		38,246.00		50,024.00		50,524.00
		1502		54,474.00		38,246.00		50,024.00		50,524.00
		1430-1495-1502		63,474.00		40,246.00		52,024.00		61,524.00

Comp #	Acct #	Development Number/Name General Description of Major Work Categories	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
special	1460	Agency Wide lump sum to respon to potential eligible work items generated by RASS surveys or PHA's inspecitons				5,000.00				
special	1470	Agency Wide lump sum to respon to potential eligible work items generated by RASS surveys or PHA's inspecitons				5,000.00				
						10,000.00				

Capital Fund Program Five-Year Action Plan		WA19P006502-01			
Part 1: Summary					
HA Name:	Year Plan				
Housing Authority of the City of Everett	Revision				
Development Number/Name	Work Stmt for Year 1: FFY 2001	Work Statement of Year 2	Work Statement of Year 3	Work Statement of Year 4	Work Statement of Year 5
6001: Baker Heights		125,998.00	144,405.00	134,262.00	135,336.00
6002: Grandview		620,298.00	535,617.50	562,007.00	616,357.00
6003: Bakerview Apartments		9,000.00	30,000.00	88,270.00	15,669.00
6004: Pineview Apartments		24,917.00	20,000.00	23,500.00	7,000.00
6005: Scattered Sites		22,920.00	48,450.00	-	58,622.00
6006: Scattered Sites		2,385.00	8,000.00	24,000.00	6,000.00
6008: Scattered Sites		616.00	-	-	11,100.00
A. Physical Improvements Sub-total (1460/1465)		806,134.00	786,472.50	832,039.00	850,084.00
B. Management Improvements (1408)		24,000.00	25,000.00	9,000.00	9,000.00
C. HA-Wide Non-Dwelling Structures and Equipment (1470/1475)		25,000.00	56,889.50	30,545.00	3,000.00
Special HA Wide Work		-	10,000.00	-	-
D. Administration (1410)		104,000.00	104,000.00	104,000.00	104,000.00
E. Other (1430/1495/1502)		63,474.00	40,246.00	52,024.00	61,524.00
F. Operations (1406)		58,000.00	58,000.00	53,000.00	53,000.00
G. Demolition (1485)					
H. Replacement Reserve					
I. Mod Used for Development					
J. Total CFP Funds					
K. Total Non-CFP Funds					
L. Grand Total		1,080,608.00	1,080,608.00	1,080,608.00	1,080,608.00
		0.00	0.00	0.00	0.00
Signature of Executive Director and Date		Signature of Public Housing Director and Date			

Comp #	Acct #	General Description of Major Work Categories	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
111	1450	Install furniture (fixed) in common areas of development	3	3,000.00						
114	1450	Upgrade existing playground areas							prelim	1,000.00
115	1450	Install common area basketball courts			3	14,889.50				
124	1450	Upgrade ada compliance-exterior							prelim	1,000.00
126	1450	Install of common area mail box facilities							prelim	1,000.00
128	1450	Replacement of Clothes Lines							prelim	1,000.00
212	1460	Replacement asphalt or fiberglass shingles	Phase 2	30,000.00	Phase 3	37,500.00	Phase 4	37,500.00	Phase 5	37,500.00
219	1460	Replacement of Gutters and downspouts	Phase 2	1,000.00	Phase 3	1,000.00	Phase 4	1,000.00	Phase 5	1,000.00
405	1460	Replacement of resilient flooring							prelim	1,000.00
410	1460	Replacement of kitchen floor							prelim	1,000.00
433	1460	Replacement and/or upgrade of hot water heaters	Part 1	10,000.00						
441	1460	Upgrade of smoke/fire detectors	702	14,040.00						
446	1460	Upgrade bath							prelim	1,000.00
447	1460	Construct firewalls/draftwalls in attics and storage areas	Phase 1	55,458.00	Phase 2	78,331.00	Phase 3	89,762.00	Phase 4	88,836.00
450	1460	Install carbon monoxide detectors	250	12,500.00	250	5,000.00				
523	1450	Upgrade ballfield							prelim	1,000.00
524	1470	Community Center asbestos abatement			1	3,184.50	1	3,000.00		
529	1470	Community Center replacement of resilient flooring			1	3,000.00	1	3,000.00		

Comp #	Acct #	General Description of Major Work Categories	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
531	1470	Community Center plumbing upgrade			1	1,500.00				
569	1470	Community Center offices/additions/remodel								
				125,998.00		144,405.00		134,262.00		135,336.00

Comp #	Acct #	Development Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Stat Year	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
101	1450	landscaping	Phase 2	10,000.00	Phase 3	10,000.00	Phase 4	10,000.00	Phase 5	10,000.00
103	1450	new parking areas, driveway striping, driveways	all areas	10,000.00						
104	1450	Paved Walks/Surfaces								
106	1450	steps and ramps								
107	1450	fencing/ and by highway department								1,000.00
109	1450	Drainage								
110	1450	pole mounted lighting								
111	1450	Install furniture (fixed)								
114	1450	Upgrade playground area							Prelim	1,000.00
115	1450	Install basketball courts							Prelim	1,000.00
117	1450	Upgrade underground electrical distribution							prelim	1,000.00
118	1450	water lines; /work necessary to transfer to city							prelim	1,000.00
120	1450	sanitary lines; /work necessary to transfer to city							prelim	1,000.00
124	1450	Upgrade ada compliance- exterior							prelim	1,000.00
126	1450	Install common area mail box facilities							prelim	1,000.00
128	1450	Clothes Line Replacement								
150	1450	remove and abate underground oil tanks	Phase 2	25,000.00	Phase 3	15,000.00	Phase 4	10,000.00	Phase 5	18,000.00
204	1460	Installation of wood /vinyl or aluminum siding							Prelim	1,000.00
215	1460	Remove or replace chimneys								
219	1460	Install Gutters and downspouts							Prelim	1,000.00

Comp #	Acct #	Development Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Stat Year	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
220	1460	Replace small windows	Phase 2	10,000.00	Phase 3	10,000.00	Phase 4	10,000.00	Phase 5	10,000.00
221	1460	Replace large windows	Phase 2	10,000.00	Phase 3	10,000.00	Phase 4	10,000.00	Phase 5	10,000.00
222	1460	Install metal doors	Phase 2	5,000.00	Phase 3	5,000.00	Phase 4	5,000.00	Phase 5	5,000.00
233	1460	Construction of storage areas off of units	Phase 2	1,000.00	Phase 3	1,000.00	Phase 4	1,000.00	Phase 5	1,000.00
432	1460	Replacement of furnaces	Phase 2	25,000.00			prelim	5,045.00	Prelim	1,000.00
440	1460	bedroom window emergency egress compliance							prelim	1,000.00
525	1470	asbestos abatement							1	5,000.00
529	1470	Installation of resilient flooring							1	5,000.00
586	1475	Range & Range Hood							1	500.00
587	1475	Refrigerator							1	600.00
588	1475	dishwasher							1	750.00
all *'s	*	1460 major interior renovation	12	510,450.00	12	470,769.50	12	497,114.00	12	524,659.00
205	*	1460 masonry or plaster walls								
206	*	1460 floor insulation								
207	*	1460 wall insulation								
208	*	1460 ceiling insulation								
238	*	1460 interior stairways								
265	*	1460 electrical services								
305	*	1475 Fire Extinguishers								
401	*	1460 wall and ceiling construction								
402	*	1460 floor construction								
403	*	1460 wall and ceiling finishes								
405	*	1460 resilient flooring								
406	*	1460 doors and frames								
407	*	1460 asbestos flooring abatement								

Development											
Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5		
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	
409	*	1460	kitchen wall/ ceiling surfaces								
410	*	1460	kitchen floor								
411	*	1460	cabinet/counters/sink								
414	*	1460	dishwasher								
415	*	1470	Bath Wall/Ceiling Surfaces								
416	*	1460	bath tile vinyl floor								
417	*	1460	bath resilient flooring								
418	*	1460	bath fixtures								
419	*	1460	bath fans								
420	*	1460	bath accessories								
421	*	1460	bath vanities								
422	*	1460	1/2 bath wall/ceiling surfaces								
423	*	1460	1/2 bath tile floor								
424	*	1460	1/2 bath resilient floor								
425	*	1460	1/2 bath fixtures								
426	*	1460	1/2 bath fans								
427	*	1460	1/2 bath accessories								
428	*	1460	1/2 bath vanities								
434	*	1460	thermostats								
436	*	1460	electric service/ panel/wiring								
437	*	1460	electrical wiring								
441	*	1460	smoke/fire detectors								
446	*	1460	upgrade bath								
447	*	1460	firewalls/draftwalls in attics and storage areas								
449	*	1460	window coverings								
450	*	1460	carbon monoxide detectors								
454	*	1460	plumbing upgrade								
412 a	*	1460	range hoods & exhaust fans								

Development											
Comp #		Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Stat Year	
				Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
412	*	1465	ranges	12	5,400.00	12	5,400.00	12	5,400.00	12	5,400.00
413	*	1465	refrigerator	12	4,200.00	12	4,200.00	12	4,200.00	12	4,200.00
433	*	1460	hot water heater	12	4,248.00	12	4,248.00	12	4,248.00	12	4,248.00
					620,298.00		535,617.50		562,007.00		616,357.00

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
113	1450	Upgrades to dumpster and enclosures					prelim	1,000.00		
120	1450	Upgrade sanitary lines					1	5,000.00		
207	1460	Installation of wall insulation					prelim	1,000.00		
218	1460	Upgrades to elevators and penthouses					1	1,500.00		
221	1460	Replacement of large windows					prelim	1,000.00		
224	1460	Replacement of glass doors					2	2,500.00		
228	1460	Upgrade exterior stairs with railings, doors, locks					prelim	1,000.00		
229	1460	Installation of building mounted site lights					1	2,500.00		
236	1460	Upgrade existing vestibules					12	30,000.00		
237	1460	corridors; renovation; asbestos abatement, flooring			1	30,000.00			Prelim	1,169.00
241	1460	laundry rooms and/or add facilities							Prelim	1,000.00
242	1460	laundry equipment-ada					1	2,000.00		
244	1460	Upgrade resident recreation rooms							1	5,000.00
245	1460	Upgrade other rooms for resident use, library							1	1,000.00
247	1460	Construction of storage rooms							1	1,500.00

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
248	1460	Upgrades to existing trash rooms							1	1,000.00
251	1475	Installation of dead bolts or level locks					151	3,020.00		
303	1460	Upgrade or replacement of water distribution	prelim	1,000.00						
304	1460	Upgrade or replacement of sanitary distribution	prelim	1,000.00						
313	1460	Upgrade or replacement of fire & smoke detection / fire alarm system							prelim	1,000.00
319	1475	Replacement of hot water boiler	prelim	500.00						
403	1460	Upgrade wall and ceiling finishes	prelim	500.00						
405	1460	Replacement of resilient flooring	prelim	1,000.00						
406	1460	Installation of doors and frames					151	37,750.00		
407	1460	asbestos flooring abatement							prelim	1,000.00
410	1460	Replacement of kitchen floor							prelim	1,000.00
411	1460	Replacement if cabinet/counters/sink	prelim	1,000.00						
412	1460	Installation of exhaust fans for ranges							Prelim	1,000.00
415	1470	Replacement of Bath Wall/Ceiling Surfaces	prelim	1,000.00						
434	1460	Replacement of thermostats								

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
438	1460	Installation of doorbell / intercom	prelim	1,000.00						
441	1460	Upgrade of smoke/fire detectors								
454	1460	plumbing upgrade	prelim	1,000.00						
525	1470	asbestos abatement common areas	prelim	1,000.00						
590	1475	vehicle for resident transportation							prelim	1,000.00
608	1460	Security Card Access System with Camera Monitoring								
				9,000.00		30,000.00		88,270.00		15,669.00

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
101	1450	landscaping/creek beautification							Prelim	1,000.00
103	1450	new parking areas, parking striping	34	8,500.00						
104	1450	Paved Walks/Surfaces	1020 sq ft	4,335.00						
106	1450	steps and ramps	5	2,082.00						
109	1450	Drainage			1	5,000.00	1	10,000.00		
110	1450	pole mounted lighting			1	5,000.00			prem	1,000.00
111	1450	Installation of furniture (fixed)								
112	1450	Construction of fencing for private yards & enclosures							prelim	1,000.00
114	1450	Upgrade playground areas							Prelim	1,000.00
115	1450	Upgrade basketball courts					prelim	500.00		
204	1460	Installtion of wood /vinyl or aluminum siding	Phase 2	10,000.00	Phase 3	10,000.00	Phase 4	10,000.00	Phase 5	1,000.00
207	1460	Installation of wall insulation							prelim	1,000.00
208	1460	Installation of ceiling insulation							prelim	1,000.00
229	1460	building mounted site lights								
231	1460	Replacement of decks and rails					prelim	1,000.00		
305	1475	Installation of Fire Extinguishers on outside of units								
401	1460	wall and ceiling construction					prelim	1,000.00		

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
405	1460	Replacement of resilient flooring					prelim	1,000.00		
441	1460	Upgrade smoke/fire detectors								
450	1460	Installation of carbon monoxide detectors								
				24,917.00		20,000.00		23,500.00		7,000.00

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
107	1450	fencing	107 lf	2,200.00						
112	1450	Construction of fencing for private yards & enclosures	7	5,000.00						
124	1450	Upgrade ada compliance-exterior	6	1,500.00						
204	1460	Replacement of wood /vinyl or aluminum siding	1	3,500.00	6	21,000.00				
208	1460	Install ceiling insulation	25	7,280.00						
212	1460	Replacement of asphalt or fiberglass shingles							10	30,000.00
219	1460	Replacement of Gutters and downspouts							10	5,000.00
220	1460	Replacement of small windows			30	6,600.00				
221	1460	Replacement of large windows			40	13,200.00				
222	1460	Replacement of metal doors			10	2,250.00				
231	1460	Replacement of decks with rails							10	16,672.00
233	1460	Construction storage sheds off units							5	4,750.00
234	1460	Upgrade garage							prelim	1,200.00
305	1475	Installation of outside Fire Extinguishers	25	450.00						
410	1460	Replacement of kitchen floor				5,400.00				

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
417	1460	Replacement of bath resilient flooring								
441	1460	Upgrade of smoke/fire detectors	87	1,740.00						
450	1460	Installation of carbon monoxide detectors	25	1,250.00						
454	1460	plumbing upgrade							prelim	1,000.00
				22,920.00		48,450.00		-		58,622.00

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
204	1460	Replacement iof wood /vinyl or aluminum siding			1	3,000.00	4	12,000.00	1	4,000.00
212	1460	Replacement if asphalt or fiberglass shingles			1	3,000.00	4	12,000.00	1	1,000.00
305	1475	Installation of Fire Extinguishers	15	135.00						
441	1460	Upgrade smoke/fire detectors	75	1,500.00						
450	1460	Installation of carbon monoxide detectors	15	750.00						
454	1460	plumbing upgrade			1	2,000.00			1	1,000.00
				2,385.00		8,000.00		24,000.00		6,000.00

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
204	1460	Replacement if wood /vinyl or aluminum siding							prelim	1,000.00
212	1460	Replacement asphalt or fiberglass shingles							prelim	1,000.00
219	1460	Replacement Gutters and downspouts							prelim	1,000.00
220	1460	Replacement of small windows							prelim	100.00
221	1460	Replacement of large windows							prelim	1,000.00
231	1460	Replacement of decks with rails							prelim	1,000.00
232	1470	Upgrades of Porches with roofs							prelim	1,000.00
305	1475	Instalaltion of outside Fire Extinguishers	4	16.00						
441	1460	Upgrade smoke/fire detectors	20	400.00						
450	1460	Instalaltion of carbon monoxide detectors	4	200.00						
454	1460	plumbing upgrade							4	5,000.00
				616.00						11,100.00

Capital Fund Program			Everett Housing Authority			
Five-Year Action Plan			Work Statement	Work Statement	Work Statement	Work Statement
Part II: Supporting Programs			Estimated	Estimated	Estimated	Estimated
		central procurement				
601	1406	general clerk	1	5,000.00	1	5,000.00
602	1406	human resource consultant	1	5,000.00		
606	1406	related training for capital funds	3	3,000.00	3	3,000.00
611	1406	service coordinator			1	5,000.00
		technical information systems				
612	1406	coordinator	1	45,000.00	1	45,000.00

Comp #	Acct #	Number/Name General Description of Major	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
602	1408	development preventive maintenance program			prelim	2,000.00				
604	1408	disaster planning & training	1	3,000.00	1	3,000.00	1	3,000.00	1	3,000.00
605	1408	facility maintenance training for maintenance staff			1	500.00				
607	1408	asset managemnt assessment of exisiting property	1	1,000.00	1	1,000.00				
609	1408	mgmt study (includes disaster recovery)							1	1,000.00
610	1408	resident training (move to work, job related)		5,000.00		5,000.00		5,000.00	1	5,000.00
613	1408	upgrades to existing pcs			prelim	5,500.00				
614	1408	new pcs	5	5,000.00		5,000.00				
617	1408	phone line costs for dial in capability			prelim	1,000.00				
618	1408	increase internet capability	2	5,000.00						
619	1408	ccs software & windows upgrade			prelim	1,000.00				
620	1408	modernization related software & training		5,000.00						
621	1408	energy audit					prelim	1,000.00		

Comp #	Acct #	Number/Name General Description of Major	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
622	1408	preparation of a low income home ownership plan			prelim	1,000.00				
				24,000.00		25,000.00		9,000.00		9,000.00

Comp #	Acct #	Number/Name General Description of	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
627	1410	Advertising Costs	multiple	2,000.00	multiple	2,000.00	multiple	2,000.00	multiple	2,000.00
628	1410	Phone Costs	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
629	1410	Staff Benefits	2	22,000.00	2	22,000.00	2	22,000.00	2	22,000.00
630	1410	Staff Salaries	2	78,000.00	2	78,000.00	2	78,000.00	2	78,000.00
631	1410	Technical Salaries	2	1,000.00	2	1,000.00	2	1,000.00	2	1,000.00
		1410		104,000.00		104,000.00		104,000.00		104,000.00

Comp #	Acct #	Number/Name General Description of Major	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
632	1430	Plan Review Fees		2,000.00				2,000.00		2,000.00
633	1430	A&E for Baker Heights Projects								1,000.00
634	1430	A&E for Grandview Projects								1,000.00
635	1430	A&E for Grandview Renovation		3,000.00						
636	1430	A&E for Bakerview Projects								1,000.00
637	1430	A&E for Pineview Projects								2,000.00
638	1430	A&E for SS 6-5 Projects								1,000.00
639	1430	A&E for SS 6-6 Projects								1,000.00
640	1430	A&E for SS 6-8 Projects								1,000.00
641	1430	A&E for Admin Building								1,000.00
		1430		5,000.00			-	2,000.00		11,000.00
642	1495	Relocation Costs (6-2)		2,000.00		2,000.00				
642	1495	Relocation Costs (6-3)		2,000.00						
		1495		4,000.00		2,000.00		-		-
644	1502	Contingency		54,474.00		38,246.00		50,024.00		50,524.00
		1502		54,474.00		38,246.00		50,024.00		50,524.00
		1430-1495-1502		63,474.00		40,246.00		52,024.00		61,524.00

Comp #	Acct #	Number/Name General Description of Major	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
special	1460	Agency Wide lump sum to respon to potential eligible work items generated by RASS surveys or PHA's inspecitons				5,000.00				
special	1470	Agency Wide lump sum to respon to potential eligible work items generated by RASS surveys or PHA's inspecitons				5,000.00				
						10,000.00				

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost						
101	1450	Landscaping *A*			1	750.00				
104	1450	Paved Walks/Surfaces			800 sf	3,400.00				
107	1450	fencing			1500 lf	15,000.00				
109	1450	Drainage			2	1,700.00				
117	1470	Underground Electrical Distribution *A*			1	5,000.00				
120	1470	Sanitary Lines *A*			1	3,700.00				
124	1470	ADA Compliance – Site *A*			1	250.00				
207	1470	Wall Insulation *A*			1	500.00				
235	1470	Garage Seismic/Ventilation/Fire Suppression "A"			prelim	740.00				
245	1470	Other Rooms (Kitchen) (conference) *A*					2	3,000.00		
247	1470	Storage Rooms *A*					2	3,000.00		
275	1470	Seismic Upgrade "A"					1	1,000.00		
304	1460	sanitary distribution					1	1,500.00		
314	1470	Intercom System *A*					1	1,500.00		
319	1470	Boilers *A*					prelim	1,000.00		
320	1470	Boiler Room Piping *A*	1	8,000.00						
321	1470	Abate Lagging *A*			1	1,200.00				
350	1470	HVAC System *A*		15,000.00						
401	1470	Wall and Ceiling Construction *A*			1	6,000.00				
404	1470	Carpet *A*								
405	1470	Resilient Flooring *A*			650 sf	3,375.00				
406	1470	Door Frames *A*			650 sf	1,644.50				
409	1470	Kitchen Wall/Ceiling Surfaces*A*			600 sf	900.00				
410	1470	Kitchen Floor *A*			60 sf	330.00				

Comp #	Acct #	Number/Name General Description of Major Work	Work Statement Year 2		Work Statement Year 3		Work Statement Year 4		Work Statement Year 5	
			Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost	Quantity	Estimated Cost
436	1470	Electrical Panel, fuses, circuit breakers serving Administration Building			1	600.00				
437	1470	Electric Wiring (wiring, outlets and other devices that distribute electricity The Administration Building)			6	1,800.00				
441	1470	Smoke & Fire Detectors *A*			2	5,000.00				
529	1470	resilient flooring			Prelim	1,000.00				
576	1475	Steam Cleaner	1	1,000.00						
577	1475	Maintenance Truck Replacement					1	19,545.00		
579	1475	Comp Grant Crew Work Truck								
581	1475	Microfilm Equipment	prelim	1,000.00						
582	1475	Wood Chipper			prelim	500.00				
583	1475	Stump Grinder			prelim	500.00				
584	1475	Garbage Truck			prelim	500.00				
585	1475	Backhoe			prelim	500.00				
591	1475	manlift			prelim	1,000.00				
600	1475	telephone system replacement or upgrades			Prelim	1,000.00				
615	1475	replace/upgrade current server @ admin office							prelim	1,000.00
616	1475	home/emergency preparedness							prelim	1,000.00
623	1475	purchase and install remote locations hardware							prelim	1,000.00
				25,000.00		56,889.50		30,545.00		3,000.00

Wa006c006

COMPREHENSIVE GRANT PROGRAM

1998-WA19P006707-98

1997-WA19P006708-99

And

CAPITAL FUND GRANT PROGRAM

2000-WA19P006501-00

PERFORMANCE AND EVALUATION REPORTS

AS OF DECEMBER 30, 2000

Attached are the report cards for the Performance and Evaluation Reports for the above referenced budget years, showing the changes, accomplishments as of December 30, 2000, and what will happen in the near future. A brief summary of those reports is as follows:

WA19P006707-98: This budget is for \$976,174.00. 65% has been obligated to the renovation of the Grandview Neighborhood with 100% having been expended. A contract was signed for the roofs and draft walls at the Pineview Apartments, with work been substantially completed. We are in the process of reviewing the administration building for seismic issues. The engineer has identified several items, but actual work has been moved into the 708-99 budget. At this time 100% of this grant has been obligated and 95% has been expended.

WA19P006708-99: This budget is for \$1,121,506.00. Currently 100% has been obligated, with 60% being obligated to the renovation of the Grandview Neighborhood.

We have completed the supply and installation of playground equipment in the Grandview Development. We currently have a contractor in Phase 1 of the Concrete Site work in this area. In the Pineview Apartments we partnered with the Snohomish County PUD for energy improvements, which included new windows, thermostats and insulation.

Work being done to the administration building includes the completion of the single pane window replacement, removal of pneumatic controls to electronic controls for the HVAC system.

We are currently in the bidding phase for the roof replacement and seismic upgrades and the cooling tower replacement. The physical work for these items has been moved to the 501-2000 annual budget.

We are in the bidding phase for the Baker Heights Community Center for the kitchen re-design, and in the review phase for the Bakerview Apartments landscaping to make it more resident friendly, the physical work will has been moved to the 501-2000 annual budget.

WA19P006501-00: This budget is for \$1,060,584.00. Currently there is only .15 percent obligated for the Grandview development renovation.

Plans for the following projects are currently in the reviewing and bidding phases under the 708-99 annual budget, with the physical work being completed under the 501-2000 budget. Baker Heights Community Center Kitchen Re-design; Grandview, Phase 2, Concrete Repair; Bakerview Landscaping and seating; Pineview Exterior Walls; Administration Building, various inside office construction, doors and vestibules, seismic upgrades, HVAC system, roof replacement and gutters, emergency generators, power wiring and telephone system replacement.

**Economic Opportunities for Low-
and Very Low-Income Persons
In Connection with Assisted Projects
HUD Act of 1968, Section 3**

wa006c007

**U. S. Department of Housing
and Urban Development
Office of Fair Housing and
Equal Opportunity**

Recipient Name and Address (Street, City State, Zip) Housing Authority of the City of Everett	2. Federal Identification 91-6000965	3. Dollar Amount of Award \$976,174.00
3107 Colby Avenue P. O. Box 1547 Everett, WA 98206-1547	4. Contact Person: Bud Alkire	5. Phone (Incl. Area code) 425-303-1102
	6. Reporting Period: 1998	7. Date Report Submitted: 12/30/00
8. Program Code: 3 (Use a separate sheet for each Program Code)		

Part I: Employment and Training (*Include New Hires in columns C and D)

A Job Category	B % of Aggregate New Hires that are Section 3 Residents	C % of total staff hours for Section 3 Employees and Trainees	D Numbers of Section 3 Employees and Trainees	E Racial / Ethnic Code(s) for Columns D and E, Show Numbers				
				1	2	3	4	5
Professionals								
Technicians								
Office/Clerical								
Construction By Trade (List) Trade Electrical	1		1	1				
Trade: Heating								
Trade: Plumbing								
Trade: Roofing								
Trade: Flooring								
Trade: Masonry								
Trade: Carpentry	1		1	1				
Trade: Painting	1		1	1				
Trade: Security								
Trade: Site work								
Other (List) Demolition								
Utility Distribution								
Service Work								
Laborer	2		2	2				

Contract Codes:

C-Contractor
S-Subcontractor

Racial / Ethnic Codes:

1-White American
2-Black American
3-Native American
4-Hispanic American
5-Asian Pacific American
6-Hasidic Jews (for Part II only)

Program codes:

1-flexible Subsidy
2-Section 202/811
3-Public/Indian Housing Development,
Operation and Modernization
4-Homeless Assistance
5-Home

6-HOME-Administered
7-CDBG:Entitlement
8-CDBG:State Administered
9-Other CD Programs
10-Other Housing Programs

Part II: Contracts Awarded:						
1. Construction Contracts						
a. Total dollar amount of all contracts awarded on the project:					\$619,303.35	
b. Total dollar amount of contracts awarded to Section 3 businesses:					271,435.16	
c. Percentage of the total amount that was awarded to Section 3 businesses:					.4	
d. Total number of Section 3 businesses receiving contracts:					4	
e. Enter the number of section 3 businesses receiving contracts by Racial/Ethnic code						
<u>1</u>	4	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>

2. Non-construction Contracts						
a. Total dollar amount of all non-construction contracts awarded on the project/activity:					\$198,291.99	
b. Total dollar amount of non-construction contracts awarded to Section 3 businesses:					.00	
c. Percentage of the total amount that was awarded to Section 3 businesses:					.0	
d. Total number of section 3 businesses receiving non-construction contracts:					0	
e. Enter the number of section 3 businesses receiving non-construction contracts by Racial/Ethnic Code						
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered program or project is located, or similar methods.

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.

Coordinated with Youthbuild Program administered in the metropolitan area in which the Section 3 covered project is located.

Other; describe below:

Section 3 and EHA's Plan to require Contractors to hire EHA residents as apprentices, trainees or resident workers.

The first year 1998 was reasonably successful in that we managed to hire a Ukranian Resident in Public Housing for a Resident Carpenter into a training position with a focus on learning means, materials and methods of construction in this country as well as making an effort to improve verbal English and reading English skills. This carpenter is still working for EHA in the Force Account Crew completing the renovation at the Grandview Homes Development.

We also hired another Ukranian Resident in Section 8 as an Apprentice Painter. This Apprentice is now in his 4th grade step of the Painter's Apprenticeship Program in the Joint Apprenticeship Training Council program. This Apprentice is still working for EHA.

The Electrical Contractor which was the successful Bidder, hired another Ukrainian Resident to train as an electrician. As this Contractor is not a Union Contractor, thus is not able to send apprentices to the Joint Apprenticeship Training Council Program, he is sending the Resident to classes and courses fro other sources. English is a serious problem with this trainee, but the Contractor has been willing to deal with the language difficulties. This trainee is still working for the Electrical Contractor.

For the Pineview Roofing Replacement and Draft Wall Construction, the successful contractor hired 2 EHA residents to work on the project as laborers. One worked as work progressed for approximately 3 ½ months. The other proved unreliable so worked only part time for a few days.

**Economic Opportunities for Low- and Very Low-Income Persons
In Connection with Assisted Projects
HUD Act of 1968, Section 3**

wa006c008

**U. S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity**

Recipient Name and Address (Street, City State, Zip) Housing Authority of the City of Everett	2. Federal Identification 91-6000965	3. Dollar Amount of Award \$1,121,506.00
3107 Colby Avenue P. O. Box 1547 Everett, WA 98206-1547	4. Contact Person: Bud Alkire	5. Phone (Incl. Area code) 425-303-1102
	6. Reporting Period: 1999	7. Date Report Submitted: 12/30/00
8. Program Code: 3 (Use a separate sheet for each Program Code)		

Part I: Employment and Training (*Include New Hires in columns C and D)

A Job Category	B % of Aggregate New Hires that are Section 3 Residents	C % of total staff hours for Section 3 Employees and Trainees	D Numbers of Section 3 Employees and Trainees	E Racial / Ethnic Code(s) for Columns D and E, Show Numbers				
				1	2	3	4	5
Professionals								
Technicians								
Office/Clerical								
Construction By Trade (List)	1		1	1				
Trade: Electrical								
Trade: Heating								
Trade: Plumbing								
Trade: Roofing								
Trade: Flooring								
Trade: Masonry								
Trade: Carpentry	1		1	1				
Trade: Painting	1		1	1				
Trade: Security								
Trade: Site work								
Other (List)								
Demolition								
Utility Distribution								
Service Work								
Trade: Laborer	2		2	2				

Contract Codes:

C-Contractor
S-Subcontractor

Racial / Ethnic Codes:

1-White American
2-Black American
3-Native American
4-Hispanic American
5-Asian Pacific American
6-Hasidic Jews (for Part II only)

Program codes:

1-flexible Subsidy
2-Section 202/811
3-Public/Indian Housing Development, Operation and Modernization
4-Homeless Assistance
5-Home

6-HOME-Administered
7-CDBG:Entitlement
8-CDBG:State Administered
9-Other CD Programs
10-Other Housing Programs

Part II: Contracts Awarded:						
1. Construction Contracts						
a. Total dollar amount of all contracts awarded on the project:					676,606.27	
b. Total dollar amount of contracts awarded to Section 3 businesses:					237,070.68	
c. Percentage of the total amount that was awarded to Section 3 businesses:					2.83	
d. Total number of Section 3 businesses receiving contracts:					3	
e. Enter the number of section 3 businesses receiving contracts by Racial/Ethnic code						
<u>1</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>

2. Non-construction Contracts						
a. Total dollar amount of all non-construction contracts awarded on the project/activity:					193,902.39	
b. Total dollar amount of non-construction contracts awarded to Section 3 businesses:					.00	
c. Percentage of the total amount that was awarded to Section 3 businesses:					0	
d. Total number of section 3 businesses receiving non-construction contracts:					0	
e. Enter the number of section 3 businesses receiving non-construction contracts by Racial/Ethnic Code					N/A	
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered program or project is located, or similar methods.

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.

Coordinated with Youthbuild Program administered in the metropolitan area in which the Section 3 covered project is located.

Other; describe below:

Section 3 and EHA's Plan to require Contractors to hire EHA residents as apprentices, trainees or resident workers.

The Electrical contract is an extension of the contract from the 707-98 budget.

The contractor for the replacement of steps, ramps and handrails at the Grandview Development hired two residents for general labor for the length of this contract.

One carpenter and one painter apprentice through the force account labor for the Grandview renovation. This project is continued from the 707-98 budget.

Economic Opportunities for Low- and Very Low-Income Persons In Connection with Assisted Projects HUD Act of 1968, Section 3

wa006c009

U. S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

Recipient Name and Address (Street, City State, Zip) Housing Authority of the City of Everett	2. Federal Identification 91-6000965	3. Dollar Amount of Award \$1,057,084.00
3107 Colby Avenue P. O. Box 1547 Everett, WA 98206-1547	4. Contact Person: Bud Alkire	5. Phone (Incl. Area code) 425-303-1102
	6. Reporting Period: 2000	7. Date Report Submitted: 12/30/00
8. Program Code: 3 (Use a separate sheet for each Program Code)		

Part I: Employment and Training (*Include New Hires in columns C and D)

A Job Category	B % of Aggregate New Hires that are Section 3 Residents	C % of total staff hours for Section 3 Employees and Trainees	D Numbers of Section 3 Employees and Trainees	E Racial / Ethnic Code(s) for Columns D and E, Show Numbers				
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Office/Clerical								
Construction By Trade (List)								
Trade: Electrical								
Trade: Heating								
Trade: Plumbing								
Trade: Roofing								
Trade: Flooring								
Trade: Masonry								
Trade: Carpentry								
Trade: Painting								
Trade: Security								
Trade: Site work								
Other (List)								
Demolition								
Utility Distribution								
Service Work								

Contract Codes:

C-Contractor
S-Subcontractor

Racial / Ethnic Codes:

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Program codes:

1-flexible Subsidy
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4-Homeless Assistance
5-Home

6-HOME-Administered
7-CDBG:Entitlement
8-CDBG:State Administered
9-Other CD Programs
10-Other Housing Programs

Part II: Contracts Awarded:					
1. Construction Contracts					
a. Total dollar amount of all contracts awarded on the project:					160,220.56
b. Total dollar amount of contracts awarded to Section 3 businesses:					.00
c. Percentage of the total amount that was awarded to Section 3 businesses:					0
d. Total number of Section 3 businesses receiving contracts:					0
e. Enter the number of section 3 businesses receiving contracts by Racial/Ethnic code					
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>

2. Non-construction Contracts					
a. Total dollar amount of all non-construction contracts awarded on the project/activity:					3,000.00
b. Total dollar amount of non-construction contracts awarded to Section 3 businesses:					0
c. Percentage of the total amount that was awarded to Section 3 businesses:					0
d. Total number of section 3 businesses receiving non-construction contracts:					0
e. Enter the number of section 3 businesses receiving non-construction contracts by Racial/Ethnic Code					
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

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Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.

Coordinated with Youthbuild Program administered in the metropolitan area in which the Section 3 covered project is located.

Other; describe below:

Section 3 and EHA's Plan to require Contractors to hire EHA residents as apprentices, trainees or resident workers.

Wa006d01

Public Housing Family Developments

Pet Policy

Purpose:

The purpose of this policy is to establish the Everett Housing Authority's (EHA) policy and procedures for ownership of pets in its low rent public housing developments. The pet policy ensures that no applicant or resident is discriminated against regarding admission or continued occupancy because of the ownership of pets. This policy applies to Grandview, Baker Heights, Pineview and Scattered Site units, but excludes Bakerview Apartments, which is subject to its own pet policy. This policy is intended to inform resident pet owners that in signing this lease agreement they have an obligation to agree to control their pet(s) so that the pet's behavior or noise does not create a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. It also, establishes reasonable rules governing the keeping of common household pets.

Residents will comply with the dwelling lease, which requires that no animals or pets of any kind will be permitted on the premises without prior written approval of the Everett Housing Authority.

Violation of this policy is a serious violation of the lease and the Housing Authority has a zero tolerance for such violations. Any violation of this policy can result in termination of tenancy.

A. Animals that assist support or provide service to persons with disabilities.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist, support or provide service to them pursuant to applicable federal and state law. * However, the resident pet owner may be required to document the qualification of an animal under such statutes that apply.

* Reasonable Accommodation/Service Animals: Federal Fair Housing Act 24CFR.100; 504 Rehabilitation Act; Washington Laws Against Discrimination, RCW 49.60

B. Reasonable Accommodation.

This policy is subject to waiver as a part of a reasonable accommodation for persons with a disability or handicap.

A. C. Management Approval Of Pets.

Families are allowed to keep common household pets in their units as defined in this policy. Families must **request and receive** permission to keep common household pets.

Definition: Common household pets are cats, dogs, birds, turtles and fish. No other animals are allowed in public housing units including: rodents (guinea pigs, hamsters and gerbils), snakes, iguanas, tarantulas, and other farm animals such as pigs, chicks and rabbits.

In addition, the City of Everett ordinance prohibits anyone from possessing, breeding, importing, exporting, bartering, buying or selling exotic animals.

Exotic animals are defined, by ordinance to include the following:

1. All non-human primates;
2. All wild cats of the family Felidnae and their hybrid, except for the domestic cat Felis catus;
3. All wild carnivores of the family Canidae and their hybrid, except for the domestic dog Canis familiaris; venomous reptiles and amphibians; and
4. All reticulated pythons, Burmese pythons and snakes which, may reach ten feet or more in length; and all members of alligator crocodile and camen.

D. Number of pets allowed per household.

- A household may keep one dog and one cat.
- A household may have two cats.
- A household may have two dogs.
- The number of fish, birds and turtles per household are not limited by this policy.

E. Registration of pets.

1. Registration: All dogs and cats are to be registered with the Housing Authority. The pet owner must register the pet **before** it is brought onto the development's premises. The registration shall include:

- a. A complete description of the pet, including breed, age, color, height and weight.
- b. One (1) color photo of the pet, not less than 3" x 3" in size.
- c. A certificate signed by a licensed veterinarian stating that the pet:

Has received all inoculations. Has been neutered or spayed of over the following ages: Male dog – 8 months; female dogs – 6 months; male cats – 10 months; and female cats – 5 months. Dogs and cats are to be spayed or neutered and documentation to be provided at the time the animal is registered or if a young animal, at the time the operation occurs.

- d. The name, address and phone number of at least two persons who agree to be responsible for the pet(s) in any circumstance where the resident/pet owner is unable to care for the pet(s).

Note: A resident who agrees to care for another's resident's pet must notify the EHA and agree in writing to abide by all of the pet rules.

- e. A signed statement by the pet owner that he or she has read the pet rules and agrees to comply with the pet policy as a condition of the lease.
- f. Payment of an additional refundable deposit of \$250.00 and a non-refundable deposit of \$100.00.
- g. Licensing documentation that the animal is registered with the City of Everett. The City of Everett requires all adult cats and dogs kept within the city to be licensed and registered annually, or within thirty days of being moved into the city, whichever occurs later. Licenses expire December 31st of each year. Dogs and cats issued a lifetime license are not subject to the City's annual licensing registration requirement and therefore will be in compliance with this policy without renewing the license annually. City law requires license tags of cats and dogs to be displayed

at all times. Licenses are not transferable to another animal.

A pet owner will be required to provide evidence of compliance with, all provisions of this Pet Policy and shall review this Pet Policy and execute a copy of it, which shall be incorporated as a rider to the owner's Rental Agreement, prior to introduction of a pet into the unit. EHA will re-authorize a pet(s) on a year-by-year basis at the time of the annual rent reexamination.

No animal or pet may be kept in violation of human or health laws or any relevant state or City of Everett ordinance.

F. Refusal to register pets.

If the EHA refuses to register a pet, notification will be provided to the owner of the common household pet. The notice will state the basis for the rejection, as size, disposition, etc., and will be served in accordance with Housing Authority notice requirements.

The EHA will refuse to register a pet if:

1. The pet is not a common household pet as defined in this policy;
2. Keeping the pet would violate any House Pet Rules;
3. The pet owner fails to provide complete pet registration information, or fails to update the registration annually; or
4. The EHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

G. Standards for Pets.

5. Inspection of New Pets: Prior to introducing a pet into the residence, the resident must arrange for an inspection of the pet with the Authority staff. The result of the inspection will be one of the following decisions:
 - a. The pet is approved;
 - b. The pet is disapproved; or

- c. The pet is conditionally approved, in which case the Authority may prescribe certain actions which must be taken to gain full approval.

2. Other Guidelines:

- a. Dangerous Animals: No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

1. Any animal which appears to be vicious or intimidating;
2. Any animal, which attacks a human being or another animal;
3. Any animal with a known propensity, tendency, or disposition to attack unprovoked, to cause injury to, or to otherwise endanger the safety of humans or other domestic animals;
4. Any dog known to be a pit bull terrier, which shall be defined here, as in City of Everett ordinance, as any American Pit Bull Terrier or Staffordshire Bull Terrier or American Staffordshire Terrier breed of dog or any mixed breed of dog which contains as an element of its breeding the breed of American Pit Bull Terrier, Staffordshire Bull Terrier or American Staffordshire Terrier as to be identifiable as partially of the breed of American Pit Bull Terrier, Staffordshire Bull Terrier or American Staffordshire Terrier.

- b. Types of Animals:

Dogs and cats

- a. Adult pets shall not be over 20 inches in height at the shoulder;
- b. Adult pets shall not weigh more than 35 pounds maximum;
- c. A household can have one dog and one cat, two dogs or two cats. If an approved pet gives birth to a litter, the resident must remove all pets from the premises exceeding the maximum number allowed by this policy immediately;

- d. Cats and dogs must be neutered or spayed, have all required inoculations, be licensed as specified now or in the future by state and local ordinance and be house-broken; and
- e. The Everett Housing Authority pet policy requires that pets be kept under control at all times. Dogs and cats are expected to be indoor pets. Owners of cats will be expected to keep their cats indoors. When cats are taken outside they must be under the care of the pet owner or another responsible person, and the cat must be leashed or in a cat carrier. Dogs will not be allowed outside the unit unless the owner fences the unit's yard and will only be allowed outside in the yard if the owner or other responsible person is present to ensure the dog's behavior does not create a nuisance for neighbors. A dog taken outside the owner's unit or the owner's fenced yard must be on a leash and is not allowed on other EHA property. The person responsible for a pet while on a leash must be prepared to and must remove any waste deposited by the dog or cat immediately.

A pet owner with a fenced yard may not leave a dog that is tethered unattended. The owners of dogs must comply with City ordinance which states: "the animal must be tethered in such a manner that it can not become entangled and so that it can move freely. The area where the animal is tethered or confined must be free of extraneous material that may cause it injury (such as glass, sharp metal, nails, etc.) The tether must be a minimum length of three times the length of the animal".

2. Birds

- a. The Housing Authority does not place a limit on the number of birds a resident may keep. However, the owner is responsible for keeping the birds within the unit, in a cage and in a safe and sanitary manner. Birds may not be fed, exercised or otherwise cared for outside of the dwelling unit.
- b. Birds of prey may not be kept as pets.
- c. Racing and Carrier birds cannot be released on EHA property.

3. Fish
 - a. The maximum aquarium size is 20 gallons.
 - b. If more than one aquarium is maintained the cumulative holding capacity of the aquariums may not exceed 20 gallons.
4. No animal or pet may be kept in violation of human or health laws or any relevant state or City of Everett ordinance.

H. Pets Temporarily on the Premises.

1. Guest pets are not allowed. Residents may not permit visitors to bring pets with them. Residents may not have or permit others to bring pets not owned by the resident to the building for the purpose of keeping the pet or pets, not even temporarily.
2. This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by EHA.
3. In a circumstance where a resident who previously owned a pet desires the pet to be able to visit their home or in a situation in which the resident desires to participate in (an EHA approved) visiting pet program for “shut-ins” sponsored by a humane society or other non-profit organization, the resident will, prior to the animals presence in the home:
 1. Request to register the animal as if the tenant were the owner of the pet;
 2. If approved by the Housing Authority the resident will be considered to be the owner of the animal for the purpose of this policy and will be required to enter into this policy agreement as a condition of their lease.

B. I. Pets Are Not Allowed in Everett Housing Authority’s common areas

C. except as required for egress. The following areas are designated as

D. common areas:

1. Playgrounds;
2. In the common areas of any EHA building and grounds, except as

necessary for egress and exit from a building or area for some specific and legitimate business purpose and only if the pet is in a carrier or leashed; and

3. The City of Everett has a leash and waste removal law. Pet owners may take their pets for a walk using City sidewalks but are required by City ordinance to keep the pet leashed and to use waste removal devices as necessary.

J. Additional Fees and Deposits For Pets

The resident will be responsible for all reasonable expenses directly related to the presence of the animal(s) or pet(s) on the premises, including the cost of repairs and replacement in the unit, and the cost of animal care facilities if needed. These charges are due and payable within thirty days of written notice.

1. **Required Rent Deposit:** Each dog or cat owner shall pay a deposit equal to the sum of the deposit required of all residents plus \$250.00. This deposit is payable in full at the time the unit is rented or before the pet(s) are brought to the premises of the dwelling unit. The Housing Authority may at its discretion allow payment in up to three installments. This refundable deposit is for the purpose of defraying all reasonable costs directly attributable to the presence of a pet(s) in the unit. Damages to the unit and external premises and related to the presence of pets will include but are not limited to:
 - a. costs incurred in taking down yard fencing;
 - b. costs incurred in restoring any damaged landscaping;
 - c. costs for deodorizing the premises; and
 - d. costs incurred in replacing any part of the interior premises due to scratches or marks made by biting or chewing.

Control of the deposit, refunds and charges against it will be in accordance with Section 12.8 of the Authority's Public Housing Admissions and Occupancy Policy.

2. **Non-Refundable Pet Fee:** The EHA will charge a non-refundable fee of \$100.00 for cats, dogs, and birds. This fee will be payable in full at the time the unit is rented and/or before the pet(s) is brought to the unit premises. This fee will be used to cover the reasonable operating costs to the development related to the presence of pets.
3. The additional deposit for dog and cat owners and the non-refundable pet fee are not a part of rent payable by the resident.

K. Alterations to Unit.

Residents, pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal, except to provide a fenced yard approved by EHA. Installation of pet doors is prohibited.

Storage units cannot be used for animal containment or bird enclosures.

L. Pet Waste Removal and Cleanliness Requirements.

1. Each pet owner shall keep their unit and all common areas, inside and outside, clean and free of pet odors, insect infestations, pet feces, urine and litter. All animal feces is to be picked up and disposed of. Animal waste must be double wrapped in plastic and disposed of with garbage. **Note: cat litter, even cat litter described as safe for toilet disposal and plastic or heavy paper used to transport animal feces must not be flushed down the toilet.**
 - a. Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up and emptied every day by the pet owner. Litter boxes shall be stored inside the resident's dwelling unit.
 - b. City Law Requirements: The City of Everett Ordinance regarding animals, in Section 6.04.070, Prohibited conduct, defines a waste removal ("pooper scooper") rule which is referenced in this policy. Residents must comply with the following to be in compliance with both City ordinance and this policy. The ordinance states the owner's "failure to remove the fecal matter deposited by his/her animal on public or private property of another before the owner and/or animal leaves the immediate area where the fecal matter was deposited" is unlawful. In addition the law requires the pet owner to have in his/her possession "the equipment necessary to remove his/her animal's fecal matter when accompanied by said animal on public property or public easement." The Animal Control Department defines fecal matter removal equipment to be anything capable of doing the job, such as a scoop and a plastic bag, but stresses citations will be given if an owner is not prepared to responsibly remove waste deposited by their pet.

- c. **Removal of Waste:** The resident, pet owner shall be responsible for the removal of waste from their pet from their yard if they have fenced their yard, or any area, by placing the feces in a sealed plastic bag and disposing of it in an outside trash bin immediately. The Housing Authority will not tolerate the accumulation of animal feces in any run, cage or yard wherein animals are kept. Pet owners must remove or dispose of feces immediately.
2. The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.
3. All common household pets are to be fed inside the unit. Feeding is not allowed on porches, sidewalks, patios or other outside areas.
4. Tenants are prohibited from feeding seagulls, wild animals (opossum, raccoons, etc.) and stray animals. The feeding of these animals will constitute having a pet without permission of the Everett Housing Authority.
5. **Waste Removal Fee:** EHA will assess a separate pet waste removal charge equal to a half hour average maintenance employee's wage, per occurrence against the resident for violations of the this rule clause. Pet waste removal charges are not part of rent payable by the resident.

M. Pet Area Restrictions.

1. Pets must be maintained within the resident's unit. A pet owner's dog, when outside of the unit must either be in the pet owners fenced yard or must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.
2. Everett Housing Authority does not provide pet exercise areas. Pet owners are required to take their animals away from the public housing developments for exercise.

N. Noise.

Pet owners must control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, meowing, chirping or other such activities.

O. Pet Care.

1. Pets may not be left unattended for more than twenty-four hours.
2. The Housing Authority may remove any pet left unattended in violation of this policy, Section R.
3. Each pet owner shall be fully responsible for the care of his or her pet. Pets must be maintained in a manner that prevents any damage to the owner's unit, common areas or to building grounds or any EHA property.
4. Each pet owner shall maintain his/her pet so that the animal is not a nuisance to other residents in the building or neighborhood by reason of noise, unpleasant odors, or other objectionable situations.
5. Pet owners are obligated by this policy to treat animals under their care in a humane, safe and sanitary manner consistent with this policy and local ordinances. Any pet owner who mistreats their pet, fails to adequately feed, exercise, groom and provide needed medical attention for a sick or injured animal or confines or otherwise restrains an animal in a way detrimental to their well being will be violating the terms of this agreement.

P. Inspections.

The EHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

E. Q. EHA Staff Access to Pet Occupied Units.

1. Pet owners are required to notify EHA employees when they enter a pet occupied unit that an animal is residing in the unit and to properly restrain the animal from interfering with the normal conduct of business.
2. Pet owners requesting maintenance service are required to include in their work order request information stating what type of animal resides in the unit.
3. EHA employees entering the pet owner's unit or premises are not responsible for securing or restraining the animal from leaving the unit or fenced yard.

R. Nuisance or Threat to Health or Safety.

Nothing in this policy shall prohibit the Housing Authority from requiring the removal of any pet from a unit if the pet's conduct or condition is duly determined to constitute a nuisance or threat to the health or safety of other tenants. Nuisance behavior shall include, but not be limited to noise, unpleasant odors or other objectionable behavior.

In the event a resident cannot care for his or her pet due to an illness, absence, or death, and persons authorized by the resident to care for the pet(s) cannot be found and after twenty-four hours has elapsed, the resident hereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with their procedures. In no case shall Everett Housing Authority incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

The Everett Housing Authority will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others are referred to the appropriate state or local entity authorized to remove such animals.

S. Pet Rule Violation Procedures.

If the Housing Authority determines on the basis of objective facts that a tenant has violated a pet rule, the Housing Authority shall serve a notice of violation on the tenant. Violation of these pet rules shall be considered violations of the tenant's lease and shall be handled accordingly, including the tenant's right to a hearing under the Housing Authority Grievance Procedure as described in the Public Housing Admissions and Occupancy policy.

T. Lease Provisions.

Failure to comply with the rules and terms of the Pet Policy lease addendum is material non-compliance with the Dwelling Lease terms, and is grounds for termination of the lease. Judging the pet to be a threat to health and safety shall not be grounds for termination of the lease. However, failure to remove a pet which is judged to be a nuisance or a threat to health and safety at the request of the Housing Authority, is grounds for eviction.

U. Exemption.

The Authority may at its sole discretion, grant an exemption to any requirement of these Pet Rules.

Call Name:	
1. Inoculations (Type)	Date

2. Veterinarian Certification:	Date

Spay/Neuter Date	License Date

3. Names of other persons who will care for the pet if resident is unable to do so.	
Name:	
Address:	
City/State/Zip	
Phone:	Day: Night:

Name:	
Address:	
City/State/Zip	
Phone:	Day: _____ Night: _____

4. In the event a pet is left unattended for a period of twenty-four (24) hours or the person(s) listed above cannot care for the pet, and if no other person can be found to care for the pet, the tenant hereby gives permission for the Everett Housing Authority, or their designee, to enter the unit and release the pet to the Humane Society/Animal Control, in accordance with their procedures, and the tenant releases and holds harmless the Housing Authority of all responsibility for any pet(s) so removed. The tenant further agrees that he or she will be liable for any costs which may be associated with the temporary housing and feeding of the pet.

Certification	
I have read the Housing Authority's Pet Policy and understand its provisions. I agree to abide by these provisions fully and understand that permission to keep a pet will be revoked if I fail to do so. I have received a copy of the Policy.	
Tenant(s) Signature:	Housing Authority Signature:
	Title:
Date:	Date:

Wa006e01

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Everett Housing Authority's

Annual Plan

Statement Of Substantial Deviation

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

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

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

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

Wa006g01

**Everett Housing Authority
Final Responses To Resident Advisory Board And
Other Public Comments
On The
Year 2001 - 2002 Agency Annual Plan**

Admissions Issues

The RAB believes that EHA should focus its resources as much as possible on serving the most desperately needy families and individuals within the community, i.e. Households earning less than 50% of the AMI with a particular emphasis on those households with less than 30 % of AMI.

EHA agrees with the RAB that it is an important part of the agency's mission to serve families with very low and extremely low incomes. This past 12 month period 79% of the units leased in the public housing have gone to families with extremely low incomes. 85% of the families on the public housing waiting list are families with extremely low incomes and 8% more of the households on the waiting list have incomes that are very low (between 30% to 50% of AMI). These statistics mean the Housing Authority can anticipate it will continue to provide over 93% of its available units to the income groups suggested by the RAB. A similar pattern of service is occurring in the Housing Authority's Section 8 program. 82% of the Section 8 Welfare to Work vouchers were issued to families with extremely low incomes and 82% of the vouchers issued to families on the Regular Section 8 program were issued to families with extremely low incomes. 98% of the households on the wait list for the two Section 8 programs have incomes below 50% of the AMI and of this number 83% have extremely low incomes. So once again the Housing Authority believes it will continue to in the coming year to meet the needs of the families the RAB identifies as an important service priority.

Preferences

The Resident Advisory Board last year (2000) supported preferences for both public housing and Section 8 for applicants who are homeless, extremely or very low-income victims of domestic violence, extremely low income elderly or disabled. This year RAB believes that EHA should focus its resources upon these groups and the RAB should closely examine available information to determine which preferences and other admissions policies are necessary to address the severe housing need of extremely and very low income people in this community.

The Housing Authority continues to believe that every eligible applicant should have an opportunity to receive housing assistance in a reasonable period and that preferences should not be permitted to become additional eligibility criteria. Consequently, preferences should be limited. The Housing Authority supports preferences that (1) combine housing with other community efforts or (2) provide housing in response to governmentally created displacement or natural disasters. The only preference that is unlimited in this context is the preference for veterans of the armed services and for the widow(er)s of servicemen killed on active duty which is provided in the Public Housing program. Beyond these, the Authority offers preference to persons participating in special HUD programs for which the Authority receives special voucher funding (the HOPE for Elderly Independence Program and the Welfare to Work Program are examples.) Finally, the Authority feels that persons who will not experience an economic benefit from the housing, should not receive assistance as long as others are

seeking housing. Consequently, the Authority provides a preference to persons whose current rent and utility cost exceeds 30% of their income. These preferences do not significantly affect the expected waiting period of other eligible persons, except for persons whose rent is not going to be reduced when they receive housing and therefore have little claim for housing. Individuals who are already receiving the benefit of assisted housing are a low priority for the agency given the number of people without housing assistance who are paying more than 30% of their income for shelter. EHA's policy requiring individuals to provide evidence of housing expenses exceeding 30% of their income for a ninety day period prior to eligibility for the Section 8 program is designed to ensure a family is actually consistently paying more than 30% of their income for rent and utilities. Without setting a reasonable minimum time period for a family to establish this eligibility criteria it would be difficult for EHA to use it an effective waiting list preference.

The categories of persons suggested by the RAB are regularly assisted by the Authority. However, granting these categories a preference would result in large numbers of otherwise eligible families not being assisted at all. As predicted the Welfare to Work program positively impacted individuals eligible for the Regular Section 8 program's vouchers. Many of the specific categories of persons in need identified by the RAB (families in transitional housing, domestic violence victims, homeless families, etc.) were employable and therefore eligible for this preference program. The individuals eligible for the Welfare to Work program left the regular Section 8 and Public Housing wait lists making it possible for the remaining applicants to receive a housing voucher sooner. EHA's senior housing programs, Bakerview (Public Housing), both Broadway Plaza buildings (Section New Construction and local funds) and HOPE for the Elderly Independence Program (Section 8 set-aside) continue to have relatively short wait lists (between 3 to 12 months) so specific preferences appear to be unnecessary when weighted against administrative burden. EHA has, in the past, had difficulty placing disabled persons in its accessible units. Rather than using preferences for disabled persons the Housing Authority is developing partnerships with agencies serving disabled persons to identify better ways to maintain more accurate wait lists and at the same time be more responsive to the disabled individuals need for housing. Specifically, EHA has met last year's annual plan goal to work with Disability Resources to attempt to facilitate housing matches of persons with disabilities with vacant accessible units.

The Authority will provide appropriate information to the RAB regarding the populations it serves to assist the RAB examine EHA's compliance with applicable HUD requirements and with its mission to provide housing assistance which meets the community's needs.

EHA will also continue its set aside programs and use this process to serve special needs groups as identified by the community and to the extent agency restrictions and resources allow. EHA's set aside programs currently include the following: Welfare to Work, Rental Rehabilitation, Project Self-Sufficiency, Emergency Housing, Mentally and Developmentally Disabled, Terminally Ill, and HOPE for the Elderly. EHA considers programs such as these to be an important and effective ways to promote self-sufficiency of its tenants. Continuation of programs which provide the supportive services people need to successfully rent housing and to become self-sufficient is a five year objective for the Housing Authority.

Needs of Large Families

The Resident Advisory Board recognizes the significant difficulty that larger, extremely low-income families encounter in seeking appropriate housing. While the RAB does not endorse providing a preference for larger families it does recommend that EHA work to meet the specific housing needs of larger families.

EHA has created five six-bedroom units in the past three years to meet the needs of large families. The agency physically added to the structures of two existing units to create two six bedroom apartments and in three other cases combined two three bedroom units to create two six bedroom apartments. EHA met its 5-Year Plan goal to create one more six bedroom public housing unit by combining two three bedroom apartment units. This unit was completed in the Baker Heights neighborhood. Currently the EHA public housing waiting list has two families that will need more than five bedrooms. The Housing Authority has five units with six bedrooms. The two families waiting for housing will remain on the list until natural attrition occurs and six bedroom units become available.

“One Strike Policy”

The Resident Advisory Board supports EHA’s efforts to provide drug-free, safe housing for all tenants and Section 8 participants. However, the Resident Advisory Board believes EHA should take great care to avoid penalizing innocent tenants and Section 8 participants. The RAB notes the Snohomish County Con. Plan sites evictions as a leading cause of homelessness and encourages EHA to avoid evictions and Section 8 terminations unless absolutely necessary. In view of the recent ruling of the 9th Circuit Court the RAB believes EHA should only utilize such drastic measures as a last resort and then only as necessary to remove the criminally responsible party from the household.

The EHA’s One Strike Policy reflects Congress’ expectation that housing authorities should provide for effective screening and termination policies that will promote safety and security measures to combat any type of drug-related and violent crime in their housing programs. The policy implements the new law, which extends anti-drug and violent criminal behavior restrictions to public housing residents and to participants in the Section 8 program. Consistent with the law, the Housing Authority’s policy denies admission to any household with a member who is illegally using, selling or making a controlled substance or who is using alcohol in a way that would interfere with a neighbor’s health, safety or peaceful enjoyment of their home and environment. Individuals with a criminal history of violence or registered lifetime sex offenders are also denied admittance. These offenses by residents or program participants require the Housing Authority to terminate tenancy if any member of the household commits the offense. EHA’s policy states Individuals evicted for any of these offences will be denied admission for five years. Life-time sex offenders or individuals convicted of manufacturing or producing methamphetamine are excluded from housing assistance for life as required by federal statute. It is EHA’s intention through its One Strike Policy to comply with Congressional intent and QHWRA. EHA recognizes the potential pitfalls in implementing these requirements and will pay close attention to the decisions made

by the justice system to guide HUD and Housing Authorities on how best to implement these policies. It is EHA's practice to be reasonable and judicious when considering the circumstances of a family where innocent family members may be harmed unnecessarily due to circumstances clearly beyond their control. The Housing Authority will support tenants and participants who are cooperative in enforcing rules designed to discourage crime and drug related activities in their home environment.

Optional Income Disregards and Rent Policies

The Resident Advisory Board encourages EHA to actively support the efforts of families striving for economic self-sufficiency by providing optional earned income disregards or exclusions to its residents and program participants for expenses incurred for:

- *necessary car repairs;*
- *work or education related day care;*
- *non-reimbursed medical costs; and*
- *educational expenses.*

The RAB is interested in receiving information from EHA regarding the potential budgetary impacts of thee or other creative rent policies and looks forward to working with EHA on these issues in the upcoming months.

The new legislation provides for income disregards for Section 8 participants which are similar to those that a housing authority may opt to give public housing tenants. While the legislation gives housing authorities more flexibility to provide income disregards it did not appropriate funds to carry out this program change. In addition the EHA will need time to consider the impact the mandatory income disregards have on the public housing operating budget before expanding these benefits or extending them to Section 8 program participants.

The mandatory income disregards for public housing means rent for most families who gain employment will not go up at all for 12 months and only by 50% of what the increase would have been for the second year. Two years of lost tenant income could create a significant loss of revenue for the operation of EHA's public housing program. As a prudent business precaution, EHA does not have plans to implement additional income disregards or exclusions until the full impact of the mandatory provision is known.

All families already receive a deduction for childcare costs and all elderly or disabled families receive deduction for most non-reimbursed medical costs. Educational expenses are not deductible but most income associated with schooling (scholarships, financial aid, work study) is not counted under current regulations.

EHA will gather and review information which can be helpful in determining the impact income disregards are having on or may in the future have on the Housing Authority's fiscal ability to provide service to its residents and program participants. This information will be appropriately shared with the RAB as a part of its Annual Plan development process.

Rent Increases Only on Annual Re-certifications

The Resident Advisory Board recommends that EHA only increase a public housing tenant" rent or a Section 8 participant" rental share annually at the time of the annual re-certification. The RAB recommends as an alternative that EHA consider only increasing a family rent when the family income exceeds a minimum threshold.

EHA has examined the idea of only conducting annual re-certifications. We are concerned about the unfairness implementing this practice would create for participants. For example: a resident who had an October annual re-certification who had an income increase in August would be given his or her rent increase in October. If a similar tenant's income (the same annual re-certification month) did not increase until November, his or her rent would not be increased until the following October. In the first case, the rent increased within two months of the income increase; in the second case the rent did not increase for eleven months.

The EHA does currently implement an income threshold for public housing tenants. Tenants who report an income increase that results in a Total Tenant Payment (TTP) of \$15.00 or less per month will not receive a rent increase.

EHA continues to believe fairness to all families is an extremely important management goal. The interim reporting process is not considered to be an administrative burden to business operations.

Support Self-Sufficiency Efforts

The Resident Advisory Board strongly encourages EHA to emphasize on programs like Welfare to Work. EHA is encouraged to foster relationships with social service providers, employers, and other interested parties in order to increase the number and attractiveness of employment opportunities.

It is the EHA's intention to continue to promote self-sufficiency and employment opportunities for households in need of housing assistance and receiving assistance. EHA has described, in its 5 - Year Plan on page 2, in its goal to improve community quality of life and economic vitality, its objective to increase by 25% the number of households with earned income living in public housing and participating in the Section 8 program.

Development of More Affordable Housing

The RAB encourages EHA to actively seek out any and all available resources that can be utilized to create more affordable housing in Everett and Snohomish County. The RAB supports EHA efforts to acquire new affordable housing units and to seek out and obtain additional tenant based assistance. In addition, EHA should actively pursue strategies to maintain the stock of affordable housing units that already exist within this community. The RAB is interested in learning more about EHA" plans for developing more affordable housing and for protecting existing affordable units.

EHA is currently examining ways to partner with other agencies seeking to develop additional housing. EHA is very interested in housing acquisition that will expand the City's affordable housing stock and is equally interested in preserving existing housing stock. The Everett Housing Authority will keep the RAAB informed as opportunities to expand housing through partnerships, acquisition or development occur.

Grievances and Hearing Rights

The Resident Advisory Board recommends:

- *Section 8 participants requesting a hearing have a choice of either a hearing officer or a hearing board;*
- *The tenant or participant requesting a hearing should be entitled to a taped hearing and the recorder and tape be provided by EHA;*
- *EHA should consider valid reasons for missing any time limits on requesting a grievance hearing.*

EHA should provide information on available information and referral legal services (in Washington State CLEAR, Coordinated Legal Education, Advice & Referral) in any termination notice or notice of adverse action that it may send out.

Regulation requires the Housing Authority to provide for a fair informal hearing process before an impartial hearing officer. The process EHA is currently using is administratively simpler to implement than a panel process. In addition EHA's current hearing process for Section 8 meets the regulation requirement and appears to be satisfactory. Since there is not compelling reason to change this hearing practice the agency believes simplicity is preferable, and will maintain the current practice.

All program participants have the right to tape a hearing session they are involved in. If EHA chooses to tape a hearing the tenant has the right to request a copy of the taped proceedings. EHA considers it an unnecessary burden to provide the tape recorder and tapes to record all hearings.

The agency considers it current policies adequate for requesting a grievance hearing. In truly unusual circumstances, the Housing Authority will waive a deadline. To require exceptions would be to eliminate the meaning and purpose of time limits. The Everett Housing Authority considers this requirement to be reasonable and Section 8 participants to be capable of understanding the importance of meeting deadlines.

It is inappropriate to make notification of legal services a mandatory requirement. Should such a notice not be included in a notification letter the notice would be voided. In addition legal services are not generally available at this time so providing the information will be misleading. EHA is willing to informally discuss the matter of informing program tenants and participants of legal services resources with Columbia Legal Services or other similar agencies. Information regarding the CLEAR organization can appropriately be included in newsletters sent to participants and residents and included in other agency community resource literature.

Supportive Services

The Resident Advisory Board believes that service coordination and case management support is vitally important for many public housing tenants and Section 8 participants. At present, EHA provides service coordination for some clients in its senior buildings through the service coordination grant funding. However, the RAB understand that these programs our grant programs and are subject to a refunding application process and that the HOPE for the Elderly Independence Program has not been refunded and is in danger of being phased out if alternative funding is not obtained. The RAB urges EHA to seek alternative sources of funding in order to maintain these programs. In addition, the RAB would like EHA to expand service coordination and case management support to other public housing tenants and Section 8 recipients. RAB encourages EHA to develop partnerships with provider agencies to pursue all available funding opportunities. Of particular need are supportive services for clients with disabilities who may require assistance from EHA to find appropriate housing. RAB is very supportive of the funding of a second FSS coordinator and encourages EHA to utilize Section 8 set-a-sides to match housing vouchers with social services for special needs populations.

EHA has included in its 5 Year Plan its intention to attempt to continue the supportive service programs it operates and will be seeking resources to continue and/or expand these types of services for all of its program participants. EHA's Welfare to Work program has through the program' partnering agencies significantly expanded supportive services to program participants and EHA has been working with DSHS to expand funding to maintain services to these program participants. EHA will apply for two Section 8 Self-Sufficiency program staff for the coming fiscal year so regular Section 8 participants who participate in this program will receive additional supportive services.

Staff is pursuing funding alternatives for the HOPE for the Elderly Independence program. In addition grant applications for the Bakerview service coordinator position as well as any other service coordinator positions for other housing programs, will be prepared and submitted to HUD.

EHA is also interested in examining the potential use of housing set aside programs and community resources to identify ways to provide appropriate housing special needs populations and will include the RAB in planning activities in the pursuit and development of new programs.

Homeownership

The Resident Advisory Board recommends that EHA pursue development of programs that make homeownership a realistic goal as long as resources are not diverted from programs serving individuals for whom home ownership is not a realistic goal.

The RAB encourages EHA to create programs that will give tenants in Public Housing homeownership opportunities.

The EHA has seen its primary role as one of providing rental assistance to low-income people. New Section 8 regulations give housing authorities the option to allow participants to use their subsidy for mortgage payment. The EHA included in its 5-Year Plan goals an objective to permit the development of a pilot Section 8 homeownership program and has in fact developed a Homeownership policy that has been approved by Board resolution in preparation for implementing a Homeownership program. The RAB will be informed of progress of the implementation of this program. Currently the program is envisioned to provide homeownership opportunity for approximately 25 participants. This number of families will not negatively impact voucher availability to families who are not eligible for the homeownership program because the vouchers for the 25 families will be issued to families already participating in the Section 8 program or who would become participants subject to normal admission policies.

In addition EHA's FSS program, while not technically a homeownership program, can facilitate a home purchase through the use of the funds saved in the tenant's escrow account.

EHA is interested in pursuing programs and information that can assist public housing residents become homeowners. Any available grants, which would facilitate home ownership will also be pursued.

Permanent Resident Advisory Board

The Resident Advisory Board recommends that the board should continue as a standing representative council of public housing tenants and Section 8 participants. The Resident Advisory Board believes the EHA should continue to provide financial and staff resources to the board sufficient to allow it to hold elections, keep its constituents informed, and conduct its business.

The agency agrees that it is important to promote the continuity of leadership by providing for a continuing Resident Advisory Board and has indicated in its 5-Year Plan that it will be made (through Board Resolution) a standing committee. Dissemination of pertinent information relating to the election process and the role of the Resident Advisory Board in the agency's planning process and development of its 5-Year and Annual Plan should be a joint responsibility of the Resident Advisory Board and the agency. The conduct of elections and information concerning the board's activities would typically be considered to be the purview of the council. EHA will provide resources to the Resident Advisory Board in a manner commiserate with the assistance it provides to resident councils. EHA views its primary role as one in which it contributes staff resource time to help a council form and then to participate as a resource to the council on an ongoing basis in order to facilitate a forum for discussion between residents and management. EHA is committed to continue support of the RAB and its activities and will work with the RAB to develop an inclusive, democratic and representative membership.

Communication Issues

The RAB wants to stress the importance of open and respectful communication between EHA staff and the clients they assist. The RAB will work with EHA to develop

more responsive information systems and procedures designed to facilitate the flow of information between EHA and residents and program participants. Suggestions to facilitate information exchange include the following: monthly or quarterly newsletters, public meetings and the creation and support of resident councils in all public housing developments. Of particular importance is providing information of changes in operations or policy, which will have an impact on residents and program participants.

EHA agrees that frequent and clear communication exchange with residents and program participants should be an agency priority. Working with the RAB and Resident Councils to identify the types of information that is of interest and priority to residents and program participants will facilitate good communication and help avoid unnecessary misunderstanding. The agency is committed to working with the RAB to develop newsletters and other activities that describe agency accomplishments, changes in existing policies, procedures or programs and/or additions of new programs or ways of operating; announce the availability of jobs and services that enhance self-sufficiency opportunities; and that will highlight the successes of both the individuals the Housing Authority serves and the agency itself.

Information Requested

The RAB is interested in examining in greater detail information on the following policies and programs:

Admissions policies and rent policies and the impact current policies are having on EHA's budgetary process (demographic and income make up of families recently admitted and on the waiting list for the public housing and the Section 8 programs)

Information on the impact mandatory disregards in public housing is having on the Housing Authority.

The information the RAB is interested in reviewing is of equal interest to the Housing Authority and such information obtained for formal reporting purposes and for agency analysis of effort will be shared appropriately with the RAB. EHA is supportive of identifying creative ways to support client's efforts towards self-sufficiency and will look at RAB as a partner in exploring activities which enhance individual economic success but does not consider additional income disregards as the only or primary method the agency has to help residents or program participants achieve economic self-sufficiency.

EVERETT HOUSING AUTHORITY
ORGANIZATION CHART
APRIL 11, 2000 wa006h01

Lyle Ryan
Commissioner
Position 1

Barbara Yates
Commissioner
Position 2

Michael Sells
Commissioner
Position 3

George Perez, Jr.
Commissioner
Position 4

David Dorsey
Commissioner
Position 5

Jay Cole
Commissioner
Position 6

R. Michael Kight
Legal Counsel

Allan L. White
Executive Director

Carol Lee
Administrative Assistant

Bud Alkire
Assistant Executive Director
Rental Director

Al Ashley
Finance Director

Stephen Painter
Maintenance Director

Jan McDaniel
Development Director

Paul Wenger
Rental Supervisor

Nancy Gustafson
Broadway Plaza Administrator

Kathy Spelhaug
Senior Programs Administrator

Ginger Stein
Maintenance Clerk

Brenda McLeod
Development Assistant

Elaine Stevens
Lead Rental Officer S-8

Cathleen King
Housing Specialist

Leona Meyers
Food Services Manager

Caretakers
Broadway Plaza

Aroon Chandran
Maint. Custodian II

Denorah Moskowitz
Hope Supervisor

Gwen Danforth
Admin. Specialist

Gordon Witter
Maint. Mech. Lead I

Jack Long
Painter Lead II

Bill Langus
Const. Supervisor

Pat Reifel
Rental Officer S-8

Thomas Jarrard
Rental Officer PH

Wendy Lynch
Asst. Food Svcs Manager

Alice Sundvor
Caretaker, B.P.

Willie Cardona
Maint. Custodian

Susan Davis
Clerical Assistant

Larry Howe
Accounting Tech.

Gordon Thompson
Maint. Mechanic

David Adams
Painter

Randy Helne
Carpenter

Althea Anderson
Rental Officer S-8

Diane Lutovsky
Rental Officer PH

Dana Wilkinson
Cook

Bruce Redwine
Caretaker, B.P.

Sharon Bosma
Service Coord.

Cathy Mutschler
Service Coordinator

Jennifer Burnette
Payroll/Accts. Payable Clk

Victor Anderson
Maint. Mechanic

Tim Stelovich
Painter

Konstantin Yatsuk
Apprentice Carpenter

Sandra Back
Rental Officer S-8

Pam Rovick
Housing Mgr. 12 Pines

Terry Hogan
Cook

Winifred Forsgreen
Caretaker, B.P.

Erica Bockner
Rental Assistant

Chris Tuohy
Service Coordinator

Anna Nikolina
General Clerk

Linh Tran
Maint. Mechanic

Mary Lou Marlan
Maint. Custodian

Dohn Leadabrand
Painter/Taper

Corinne Schakel
Rental Officer S-8

Judy Blankship
FSS Coordinator

J Kelly Williams
Cook

Glenda Creton
Caretaker, B.P.

Fran Hanegan
Office Aide

Paul Erickson
Computer Svcs Coord.

Trish Nush
Maintenance Laborer

Andrey Pavenko
Maint. Custodian

Vladimir Chernik
Apprentice Painter

Gary Ferguson
Rental Officer S-8

Debra Mondares
Inspector S-8

3 Lead Servers
5 Servers

Sylvia Colliers
Office Aide

Mark Green
Maintenance Laborer

Richard McInnis
Maint. Custodian

Amy Vasquez
Rental Assistant S-8

Larry Iverson
Inspector S-8

Aladene Jenkins
Office Aide

Barbara Kimpe
Groundskeeper

Tatyana Revutsky
Office Janitor - Colby

Natalya Bugaychuk
Rental Assistant B.V.

Shelle Singer
Inspector S-8

Vacant
Rental Assistant S-8

Elizabeth Fowler
Applications Clerk

Genia Koonce
Caretaker, B.V.

Sara Ahead
Receptionist

Howard Brown
Caretaker, B.V.

Harold Wright
Caretaker, B.V.

Clayton Nieuwendorp
Caretaker, B.V.

Hung Do
Entry Level Mower

Everett Housing Authority
PUBLIC HOUSING DRUG ELIMINATION PROGRAM

PROBLEM IDENTIFICATION

There are three major areas of concern voiced by residents:

- The majority of residents from all three public housing developments indicate that although current drug use and sales are not rampant in their neighborhood, they are aware of some drug traffic, the surrounding neighborhoods have significant drug traffic and gang activity, and they are fearful their young people will succumb to the constant exposure to drug activity and pressure to use drugs from peers. Elderly residents have a *perception* of a high level of violent criminal and drug-related activity, which leads to significant fear.
- With a very large population of immigrants (predominately Vietnamese, Arabic, Ukrainian, and Russian), residents are experiencing difficulties in addressing neighborhood safety issues because of language and cultural barriers. Problems such as destructive behavior in young children (playground, yard, and other personal property damage), theft of personal items in the neighborhood, difficulty maintaining active resident councils, keeping the community recreation center open, and otherwise solving day to day problems that arise in neighborhoods with high density. Residents want assistance in learning how to communicate across language barriers. Both English speaking and non-English speaking residents want to bridge the language and cultural barriers to address the issues - especially for youth.
- Residents in crisis or in need of community services and/or resources often do not know where or how to access needed services or do not have needed life skill models or information. EHA assists residents by providing information on appropriate community services and resources. Often residents may not always follow up on these referrals.

Residents would like:

- Programs that can detour their kids from drug use through positive experiences in the home, in the community, and in schools. The number one concern of adults is to fill the time of youth with constructive activities and give them opportunities to succeed so that they can feel good about themselves.
- To successfully overcome language and cultural barriers to provide drug elimination programs for all residents.
- Factual information on crime and educational programs on crime prevention in their homes.

- More effective methods to access community services and resources.

STRATEGY FOR ADDRESSING THE PROBLEM

In response to resident concerns, EHA will focus its primary efforts toward prevention. In addition, some attention will be given to physical improvements to increase safety. 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 in drug use.
- 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 PHDEP funds are no longer available. Establish new programs only where gaps occur or providing on-site activities makes sense.
- Form an EHA, resident and community partnership to carry out the program.
- Use public housing community space to provide programs and activities to both residents and surrounding community members.
- Assure continued vigilance in the screening of applicants.
- Establish and support efforts that identify, create and build a sense of community and personal respect to bring community together.
- Establish and support efforts to bridge language and cultural barriers in our neighborhoods.
- Include youth as important contributors and positive resources in our community to help them move restrictive barriers that limit their futures.
- Identify the needs of families and support the actions that respond to these needs.
- Provide information and education to residents on life-skill issues.
- Forge a partnership with schools to provide a more holistic approach to addressing the needs of our youth.
- Install physical improvements to increase safety.

PROGRAM COMPONENTS

Removing Language and Cultural Diversity Barriers

Like other urban cities in America, Everett is faced with the challenge of helping economically disadvantaged people become a part of the community. In addition, Everett has experienced a large influx of low-income, foreign-born residents from Vietnam, Russia, the Ukraine and the Middle East. EHA public housing developments are home to approximately 47% immigrant families and 31% of the families on the waiting list are foreign-born immigrants. Over 50% of public housing youth speak English as a second language.

In addition, crime issues involving refugee communities in the United States are complicated by the tenuous and often mistrustful nature of relationships between refugee communities and law enforcement. Because of experiences in their homelands, many refugees are fearful of law

enforcement and often do not report crimes or even look to the system for assistance. At the same time, law enforcement officials' lack of familiarity with the language and culture of refugees may contribute to misunderstandings, which may exacerbate the situation.

Although EHA does provide some tutoring, educational opportunities, and job skills training for residents ages 11 - 19 through AmeriCorp volunteers, these programs do not address the cultural diversity issues that have resulted in poor communication between residents, EHA and the community. The program also does not address those under age 11 or over age 19.

Because of cultural influences and community pressures, some youth are experiencing significant difficulties in school, at home, and in the community. EHA needs to deliver and effective programs targeted at helping these youth. This includes:

- Education of both foreign-born and non foreign-born residents on cultural differences and similarities.
- Enhancing opportunities for interaction between cultural groups with the goal of developing and maintaining resident councils, resident programs and neighborhood safety.
- Staff and law enforcement overcoming language, educational, economic and cultural barriers that hinder non-native and native-born residents access to community services.
- Meeting basic human needs.
- Orienting residents to community resources.
- Teaching residents (both adult and youth) how to gain skills for self-sufficiency in their newly adopted country.
- Offering culturally sensitive programs for youth that provide alternatives to drug-related and criminal activity.
- Utilizing the Refugee and immigrant Forum of Snohomish County to foster cooperative relationships.
- Fostering mutual understanding between foreign-born residents and law enforcement communities.

Measurable goals:

- Number of residents participating in and completing English as a Second Language (ESL) classes.
- Number foreign-born residents participating in Youth Leadership Program
- Number of cultural education seminars held for residents by residents or immigrant advocacy groups.
- Number of cultural diversity trainings held for staff or number of staff sent to outside cultural diversity training.
- Number of community resource orientations for residents.
- Number of foreign-born youth participating in youth programs offered by EHA, the Boys and Girls Club and 4-H.
- Number of residents newly participating in resident council meetings.
- Number referrals to community service agencies by PHDEP program staff.
- Number of brochures distributed on public safety in relevant languages on neighborhood watch, working with youth, school-related problems, gangs, substance abuse, police

programs, communities and neighborhoods, scams and frauds (these are available free through the Outreach to New American's (ONA's) library

Partnership with Area Schools

Hawthorne Elementary School is located adjacent to our 600 units of public housing and over 1,000 units of low-cost, high-density multi-family apartment buildings. Hawthorne's socio-economic and cultural diversity is a direct reflection of the data from EHA's public housing communities. There are high numbers of Vietnamese, Russian, Ukrainian, and Middle Arabic speaking children. Often children arrive at school not speaking any English. There are over 13 languages spoken at Hawthorne. The English as a Second Language (ESL) and special education needs are very high - over ___% of the total students speak English as a second language.

North Middle School is designated middle school for the public housing neighborhood. Again, there is a high number of foreign-born residents attending the school. There are ten languages spoken at North Middle School and over ___% of the total students speak English as a second language.

There are two area senior high schools attended by public housing youth: Mariner High School and Everett High School. There are nine languages spoken at Mariner and 15 at Everett High School. Mariner High reports over ___% of the total students speak English as a second language. Everett High School reports over ___% of the total students speak English as a second language.

The first step will be to designate our Family Services Aides to work as a liaison between the public housing families and the schools. The Family Services Aides will work to set up focus groups, which will include residents, housing authority representatives, school representatives and local advocacy groups for foreign-born residents. Focus groups will meet on a quarterly basis and will focus on helping EHA and school staff become more sensitive to socio-economic and cultural diversity issues. Materials will be obtained from national organizations such as the National Crime Prevention Council's Outreach to New Americans program. This training will assist EHA and school staff to contribute to teaching the children of our communities to be healthy individuals.

EHA, schools and residents will also jointly design and implement a series of Family First Nights. Three programs will be held each year and will include dinner and some type of program designed to assist our families. Some program topics include: agency resources, literacy, safety, cultural diversity, homework assistance, and developing youth programs.

Measurable goals:

- Number of Family First programs held during the program year.
- Number of focus groups meetings held during the program year
- Number of residents participating in focus group meetings during the program year.

Youth Leadership Program

The recognition, encouragement and leadership skills we give to our youth today serve as a powerful inspiration that can shape their behavior in tomorrow's world. The EHA Youth Leadership Program will be designed to help young people grow into responsible adults by encouraging, recognizing and developing leadership through:

- Creating public awareness of the importance and power of youth leadership
- Developing a service-learning program where students learn and develop through active participation in thoughtfully organized community service that is conducted in and meets the needs of the community, is coordinated with local schools, and helps foster civic responsibility.
- Impacting positive peer influence.
- Offering achievement awards.
- Saluting outstanding adult commitment to youth.
- Encouraging community involvement in developing future leaders.
- Developing a scholarship program for the youth in public housing that local service organizations and businesses participate in.
- Sponsoring scholarships for public housing youth to attend the Northwest Youth Leadership Conference.
- Promoting an in-depth exploration of diversity issues and practices.

To accomplish this program task, PHDEP staff will contact established youth leadership organizations such as the Northwest Youth Leadership Foundation, The National Youth Leadership Council and the National Council on Youth Leadership to utilize their expertise and assistance in program development.

Measurable Goals:

- Youth Leadership Program mission statement is developed.
- Youth Leadership Program goals are established.
- Number of public housing youth recruited to participate
- Number of local organizations and businesses electing to participate on scholarship fund.
- Number of youth selected to attend the Northwest Youth Leadership Conference in 2002.
- Number of community service activities performed by the program.

Youth Activities

Lack of informal learning opportunities and positive environment socialization create boredom and breed vandalism, violence and gang formation. To prevent anti-social behaviors including drug use, EHA proposes to enhance use of existing youth programs through service contracts with the 4-H Program and the Boys and Girls Club and to establish new on-site activities for youth (i.e., sports, game-nights, arts and crafts, etc.)

In addition, the PHDEP Coordinator and Family Service Aides will regularly accompany public housing youth to activities at recreation centers. Staff will bring community education programs on site for youth and adult participation.

4-H Program

All 4-H youth programs emphasize a "learn by doing" approach to help young people develop basic life skills. 4-H programs in Everett are administered by Washington State University through county cooperative extension agents.

The Urban 4-H Program helps youth and adults create supportive environments for culturally diverse populations. It provides formal and informal community-focused learning experiences designed to strengthen families and communities.

4-H projects are tailored for different ages: Primary (kindergarten through 2nd grade), Junior (3rd grade through 5th grades), Intermediate (6th through 8th grades) and Senior (9th through 12th grades). The goal of the 4-H Program is to create opportunities for youth to improve themselves, their work and communities by developing self-esteem, decision making, problem solving and social skills through individual and group projects. Young people and adults work together to become capable, contributing citizens. The concept of adults as partners in youth development encourages the personal development of both youth and adults in life skills and concern for community.

Phase 1: PHDEP staff members will be trained in 4-H philosophy, youth development techniques and 4-H club development. They will also receive specific program training consisting of the Challenge Program, Group Development, Anger/Conflict Resolution, and Leadership Skills.

Phase 2: Staff will then provide training for adult volunteers selected from residents in consultation with resident councils. Each of the EHA staff will recruit and train at least two other adults each. Adult volunteers will be supported throughout this phase of the program. Youth and adults will move on to projects of personal interest to include unlimited choices (i.e., gardening, photography, pets, community service, job skills). Project materials will be provided in appropriate languages to members whenever possible.

Phase 3: Staff will conduct the following special programs:

Anger/Conflict Resolution

Conflict resolution and anger management has been identified as one of the greatest barriers to group development and personal growth in today's youth.

Staff and adult volunteers will lead the 4-H curriculum "Talking with TJ".

Challenge Program

The Challenge Program is an adventure/nature-based education and therapeutic program in which adventure pursuits are physically or psychologically demanding and are used within a framework of safety and skills development to promote interpersonal growth. Both youth and adults are put in novel environments where they find that new ways of thinking and relating are necessary. Participating in the course creates anxiety, confrontation and change. Evaluating and processing the learning experience leads to understanding of cooperation, trust and self-esteem.

Staff will use the 4-H's portable Challenge Program to develop interest in the program and to develop group participation. Teens will be identified as the first group to work with Challenge on a basis of leadership development.

Later, as the program progresses and youth develop project and personal skills, the Challenge Ropes Course, sponsored by the Washington 4-H Council, will be a reward incentive. Based on skills with the ropes course, youth will receive additional opportunities to travel with 4-H programs on natural resource adventures and environmental education. EHA will provide the use of a passenger van for these educational excursions.

Individual Projects

4-H projects are designed at age and ability-specific levels to allow youth to explore projects of interest based on personal desire and interest. The projects require a varying amount of equipment or materials and can be developed alone, in a group, at a work site or in the home. Youth learn to explore the project, with the project creating the vehicle for personal skills and life skills development.

Initially, youth identified within the program will be enrolled as 4-H special interest members and encouraged to explore a variety of opportunities in projects by using project materials: Exploring 4-H and Myself, My Neighborhood, My County. Youth will experience self-learning and develop a relationship and responsibility within their environment. Upon completion of this phase, each will be better able to venture into projects requiring personal decision-making and responsibility for achievement.

As they progress, they will select a long-term project or choose to continue to explore short-term projects based on readiness to advance. Community development and job skills projects will be made available.

Measurable Goals:

- PHDEP staff are trained in 4-H philosophy, etc.
- Number of adult volunteers recruited and trained.
- Number of youth participating.
- Three specific programs are delivered at least once during the program year.

Boys and Girls Clubs

The Boys and Girls club property is adjacent to the Grandview and Baker Heights neighborhoods. Parents currently will not let their children go to the club unless they are driven. Although the club is nearby, the blocks through which children must walk are in a neighborhood with evidence of gang and drug activity. To insure participation for public housing youth, the Boys Girls Club will provide transportation.

The High School Basketball League operated by the Boys and Girls club was cancelled because gang members participating could not be controlled by volunteer staff and referees. By utilizing PHDEP funds to hire professional staff and referees as well as security guards to ensure safety of participant, this league will be reinstated. Properly

supervised basketball for this age group will give the participants the opportunity to experience the camaraderie of teamwork and to develop self-discipline that comes from physical work and group endeavor.

EHA will provide scholarships to purchase \$5.00 memberships for approximately 500 children so that they can utilize the Boys and Girls Club facility.

Public housing youth will be encouraged to attend the Boys and Girls Club "Power Hour". This program provides daily homework assistance in a positive environment for an hour or two.

Measurable Goals:

- Number of public youth applying for and receiving membership scholarships.
- Number of youth participating in high school basketball league.
- Number of youth taking advantage of free transportation.
- Number of youth participating in Power Hour.

Other Youth Activities Sponsored by EHA

EHA will develop a regular schedule of youth and/or family activities designed to promote positive behavior and interaction between residents. Possible activities include:

Family Game Night - one night per week will be designated Family Game Night. PHDEP staff will coordinate this on-site event by purchasing games for the recreation center, publicizing the event, securing donations for snacks, and being on-site to oversee the event.

Arts & Crafts - at least one afternoon per week will be designated for arts and crafts activities for youth. PHDEP staff will coordinate this event at on-site recreation facilities by providing a specific craft activity each week, purchasing craft supplies, and being on-site to oversee the event.

Youth Sports - Various outdoor sporting activities will be organized, weather permitting. These could include basketball, baseball, soccer, flag football, and much more. PHDEP staff will purchase youth sports equipment, develop a calendar for activities, recruit volunteers to help as referees, and provide on-site supervision of the events. PHDEP staff will also contact the Mariners Cares organization to solicit a donation of Mariner's baseball tickets to a game at Safeco Field. Each year this organization provides hundreds of tickets to disadvantaged youth.

Measurable Goals:

- Number of events held each year.
- Number of participants.
- Number of volunteers recruited.
- Number of free tickets secured.

Resident Resource Information Library

The addition of a resource information library would be a great asset in EHA's goal to provide access to community resources. Informational booklets chosen for the resource library will be at or below a sixth grade reading level to provide the greatest amount of access. These booklets will provide the residents with information that they could read and re-read in the privacy of their own homes. Being able to provide the booklets would provide EHA staff with an opening to develop and follow-up a positive relationship with residents.

Booklets chosen (sample list of titles are included as Attachment __ will deal with parenting, child development, parenting of teens, teen issues, drugs and alcohol, anger management, job and work skills, and other basic life issues.

The availability of this resource will improve resident's knowledge of life skills, coping mechanisms and strengthen relationships with the EHA staff. Residents who may not follow up on community referrals will have basic information in an easy to understand form (volunteer translation of the materials to appropriate languages will also be sought). This information and the relationship developed with EHA staff may lead them to seek additional information and/or to follow up on community referrals.

Measurable Goals:

- Number of brochures provided to residents.
- Number of subsequent request for additional information and/or referral to community resources.
- Number of volunteers providing translation services.

Outreach & Education to Elderly Residents

To address the fears expressed by elderly residents, a program component will be developed to provide elderly residents with educational opportunities. These opportunities will include visits from the Everett Police Department's information officer. In addition, the EHA Youth Leadership Program will take on a role in providing outreach and education to the elderly residents as a community service project. The goal of the program: to foster understanding and alleviate fears.

Measurable Goals:

- Number of educational forums sponsored jointly by EHA and the Everett Police Department to provide information to elderly residents.
- Number of activities/outreach opportunities completed by the Youth Leadership Program providing interaction with elderly residents.

Annual PHDEP Survey

New PHDEP reporting requirements include an annual survey of residents to be conducted.

EHA's plan is to utilize management staff or contract with a third party to develop and administer the survey within HUD guidelines. This will insure that line-staff receive objective information from the survey and residents are more apt to say what they really think.

Measurable Goals:

- Timely completion and submission of required survey.

Program Staffing

1 Full-time PHDEP Coordinator (job description included as Attachment A)
3 part-time Family Services Aides (job description included as Attachment B)

Staff will provide or secure bilingual serves to families who have unmet needs and are unaware of the availability of resources. They will act as role models for youth and adults. They will be part of communities and will facilitate access to services for residents by bringing services on site. They will also act as advocates for those being denied services unfairly.

EHA will make a concerted effort to fill staff positions with residents and/or bilingual applicants.

Staff will be phased in utilizing six-week intervals. The Coordinator will be hired six weeks after grant funds are made available and each Resident Services Aide will be phased in over subsequent six-week intervals.

Measurable Goals:

- PHDEP staff are recruited and hired.
- Number of staff hired who are bi-lingual.

Newsletter

PHDEP staff will develop a public housing newsletter, which will be published four times during the grant period (quarterly). The newsletter will highlight community services, activities sponsored by the grant, news about school issues and programs, and other information relevant to residents. Newsletter articles will include information on cultural differences, traditions and similarities. Newsletters will be available in several languages and residents will be encouraged to contribute articles.

Measurable Goals:

- Number of times newsletter is published.
- Number of languages newsletter is available in.

PHYSICAL IMPROVEMENTS

EHA will install a camera system to provide a sense of security for residents and to detour crime in the area. Live pictures will be made available to residents over the television cable system. For example, they will be able to turn on the television to see who is buzzing them at the front door.

Measurable Goals

- Completion of installation.

• BUDGET

Physical Improvements

Physical Improvements	Quad & Digispec Security Cameras (8 @ \$2,504.25)	\$ 20,034
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TOTAL PHYSICAL IMPROVEMENTS \$ 20,034

Drug Prevention

Boys & Girls Club	League Sports Contract	\$ 10,000
B&G Club Memberships	(500 @ \$5 each)	\$ 2,500
4-H Program	Contract & Materials	\$ 13,000
Youth Sports	Recreation Equipment	\$ 2,000
Arts/Crafts	Supplies	\$ 1,700
Resource Library	2 Display Racks @ \$100 each =	\$ 200
	5,000 Informational Brochures @ .60 each =	\$ 3,000
Newsletter	Printing & Translation Costs	\$ 3,500
Van Rental	Field Trips	\$ 1,900
Youth Leadership	Conference Scholarships & Travel	\$ 4,000

TOTAL PREVENTION \$ 41,800

Other Program Costs

Office Supplies	Miscellaneous	\$ 1,800
Office Equipment	2 Computers w/printers for staff to share	\$ 3,000
	Radios & Charges (3@\$700)	\$ 2,100
Personnel*	PHDEP Coordinator	\$2,742 per month x 10.5 mo. \$ 28,790
	Resident Services Aide #1	\$13.38 ph x 25 hpw x 40 wks \$ 13,380
	Resident Services Aide #1	\$13.38 ph x 25 hpw x 34 wks \$ 11,373
	Resident Services Aide #1	\$13.38 ph x 25 hpw x 28 wks \$ 9,366
Fringe Benefits*	PHDEP Coordinator	\$32,904 x 42.45% \$ 12,222
	Resident Services Aid #1	\$13,380 x 28.35 % \$ 3,793
	Resident Services Aid #2	\$11,373 x 28.35% \$ 3,244
	Resident Services Aid #3	\$ 9,366 x 28.35% \$ 2,655

TOTAL OTHER \$ 91,723

TOTAL PHDEP BUDGET \$153,557

- Personnel and Fringe Benefits could also be considered under prevention. These positions main function will be to coordinate prevention activities.
- Personnel & Fringe Benefit costs were phased using a six-week phase in schedule. For example, the coordinator will be hired six weeks after grant funds are made available, each resident aid will then be phased in at six-week intervals.

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 \$153,557

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

C. FFY in which funding is requested 2001

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

In response to resident concerns, EHA will implement a PHDEP Plan that focuses on prevention of drug-related activities. Components include Removing Language and Cultural Diversity Barriers, Partnership with Area Schools, Youth Leadership Program, Youth Activities (including 4-H, Boys and Girls Club, and EHA sponsored activities), Resident Resource Information Library, Outreach and Education to Elderly Residents, PHDEP Annual Survey, program staffing, newsletter, and physical improvements. EHA hopes to increase resident communication across cultural barriers, decrease drug-related or violent criminal activity, give our youth a voice through leadership and community service, increase safety for our residents and conduct outreach to all residents to provide information and service.

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)
Baker Heights	250	582
Grandview Homes	150	593
Bakerview Apartments	151	179
Pineview Apartments	34	128

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** X **18 Months** _____ **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	-0-				
FY 1996	-0-				
FY 1997	-0-				
FY 1998	-0-				
FY 1999	-0-				

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.

EHA will focus is primary efforts towards prevention. In addition, some attention will be given to physical improvements to increase safety. Key principles of the strategy are: prevent drug use/crime from spreading; provide referrals for intervention and/or treatment for residents involved in drug use; rely primarily on existing community services and programs; form an EHA, resident and community partnership to carry out the program; use public housing community space to provide programs and activities to both residents and surrounding community members; assure continued vigilance in the screening of applicants; establish and support efforts that identify, crease and build a sense of community and personal respect to bring community together; establish and support efforts to bridge language and cultural barriers; include youth as important contributors and positive resources; identify the needs of families and support the actions that respond to those needs; provide information and education to residents on life-skill issues; forge a partnership with schools; and install physical improvements. Partners such as the Everett School District, the Everett Police Department, 4-H, and the Boys and Girls Club play a pivotal role by brining their wealth of experience and resources to the table. EHA will monitor and evaluate the PHDEP program through gathering of statistical information, utilization of sign-in sheets at activities, and resident surveys.

B. PHDEP Budget Summary

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	-0-
9120 - Security Personnel	-0-
9130 - Employment of Investigators	-0-
9140 - Voluntary Tenant Patrol	-0-
9150 - Physical Improvements	20,034
9160 - Drug Prevention	41,800
9170 - Drug Intervention	-0-
9180 - Drug Treatment	-0-
9190 - Other Program Costs	91,723

TOTAL PHDEP FUNDING	\$153,557
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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: \$ -0-	
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.							

9120 - Security Personnel						Total PHDEP Funding: \$ -0-	
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.							

9130 - Employment of Investigators						Total PHDEP Funding: \$ -0-	
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.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$ -0-	
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.							

9150 - Physical Improvements					Total PHDEP Funding: \$20,034		
Goal(s)		To improve safety.					
Objectives		Install security camera system and link it to resident's cable television.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Install 8 Cameras			8/01	9/01	20,034	10,000 CFP cable install	Completed Installation

9160 - Drug Prevention					Total PHDEP Funding: \$41,800		
Goal(s)		Implement new youth programs.					
Objectives		Provide safe and healthy alternatives to drug use.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Removing Language & Cultural Diversity Barriers					Budget in other Line Items (supplies staffing etc.)	-0-	1. # of residents participating in ESL 2. # of foreign-born residents participating in Youth Leadership Program 3. # of cultural ed seminars held 4. # of diversity trainings for staff 5. # of community resource orientations
2. Partnerships with Area Schools					Budget in other Line Items (supply staffing etc.)	-0-	6. # of Family 1 st programs held 7. # focus groups held 8. # residents participating
3. Youth Leadership					\$4,000	-0-	9. Mission Statement Developed 10. Program Goals

							Established 11. # of ph youth recruited 12. # of local orgs and businesses participating in scholarship fund 13. # of youth selected & attending NW Youth Leadership Conference
4. Youth Activities - 4-H					\$13,000	-0-	14. PHDEP staff are trained in 4-H philosophy 15. # of adult volunteers recruited & trained 16. # of youth participating 17. 3 specific programs are delivered at least once during year.
5. Youth Activities - Boys & Girls Club					\$12,500	-0-	18. # of PH youth receiving scholarships 19. # of youth participating in basketball league 20. # of youth utilizing free transportation 21. # of youth participating in Power Hour
6. Youth Activities - EHA sponsored					\$3,700	-0-	22. #of events held each year 23. # participants 24. # of volunteers 25. # free tickets secured
7. Resident Resource Information Library					\$3,200	-0-	26. # of brochures provided to residents 27. # of subsequent requests for info and/or referral 28. # of volunteers providing translation services
8. Outreach & Education to Elderly Residents					Budget in other Line Items (supply staffing etc.)	-0-	29. # of educational forums to provide info to elderly residents 30. # of activities/ outreach opportunities completed by Youth Leadership Program
9. Newsletter					\$3,500	-0-	31. # times newsletter is published 32. # of languages

9170 - Drug Intervention						Total PHDEP Funding: \$ -0-	
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.							

9180 - Drug Treatment						Total PHDEP Funding: \$ -0-	
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.							

9190 - Other Program Costs						Total PHDEP Funds: \$91,723	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
To provide staffing, supplies, equipment & other resources to operate programming							
Hire staff, purchase supplies and equipment, and utilize said to oversee program activities.							
1. Office Supplies					\$1,800	-0-	Supplies purchased
2. Office Equipment					\$3,000	-0-	Equipment purchased & installed
3. Radios & Chargers					\$2,100	-0-	Budget utilized for staff and activities
4. Personnel					\$62,909	-0-	Staff hired/trained
5. Fringe Benefits					\$21,914	-0-	Benefits purchased for staff

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	N/A			
9120	N/A			
9130	N/A			
9140	N/A			
9150	Activities 1 &2 25% = \$2,550	\$10,200	Activities 1 &2 50% = \$5,100	\$20,034
9160	Activities 1, 2, 3, 4, 5, 6, 7, 8, 9 25% = \$10,450	\$15,000	Activities 1, 2, 3, 4, 5, 6, 7, 8, 9 50% = \$20,900	\$41,800
9170	N/A			
9180	N/A			
9190	Activities 1, 2, 3, 4, 5 25% = \$22,930	\$50,000	Activities 1, 2, 3, 4, 5 50% = \$45,861	\$91,723
TOTAL	\$35,930	\$75,000	\$71,861	\$153,557

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.”

Wa006j01

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EVERETT HOUSING AUTHORITY AGENCY PLAN

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**Planned Utilization Statement
Section 8 Pha Project-Based Vouchers**

The Everett Housing Authority plans to use the project-based voucher to fund up to fifty (50) units within its service jurisdiction the coming fiscal year. The Housing Authority will use the program to support the efforts of other housing providers in community such as Housing Hope, Disability Resources and Sunrise Services, to provide transitional and permanent housing for special needs populations. This goal is consistent with the City of Everett's Consolidated Plan for Years 2000 – 2004.

Project-basing assistance, rather than tenant-basing of the same amount of assistance, is an appropriate option for this urban community which has a shortage of affordable housing for persons with low incomes, high homeless rates and a great demand for housing for special needs populations including: chronically mentally ill, disabled persons, pregnant teenagers and runaway youth, etc. It has been the experience of the Everett Housing Authority that to successfully serve special needs populations long-term social support services combined with stable housing assistance is critical to achieve the behavioral changes necessary to accomplish self-sufficiency. For this reason project-based assistance is a more appropriate alternative for these populations than tenant-based assistance.

The Everett Housing Authority plans to utilize these the program vouchers in all census tracts eligible within its service jurisdiction.

Wa006m01a

Community Service

Program Management Plan

Effective Date:

The Public Housing Community Service Program requirements will be implemented in accordance with HUD regulation effective July 1, 2001.

Program Administration:

The Everett Housing Authority will administer the Community Service Program within its service jurisdiction. The Community Service Program will be a part of the Housing Management Department and staff will be supervised by the Director of Housing Management.

Notification:

The Community Service Policy and Management Plan will be submitted to HUD as part of the Agency Annual Plan submittal process. The policy and management plan has been reviewed by residents of public housing and the agency Resident Advisory Board. Both documents have been available for the Agency Plan public review process.

EHA will notify each public housing family which family members appear to be eligible for community service. This notice will be sent in April 2001. The notice will include information explaining who is exempt from the volunteer requirement, what to do to request an exemption and an exemption form. It will also include dates and times for mandatory briefings for family members who are eligible for community service. The notice will advise families their community service obligation will begin July 1, 2001 and that failure to comply with the requirement will result in their lease not being renewed.

In May a notice will be sent to eligible family members which will include: information on volunteer opportunities, a certificate of service completion (third party verification forms) and volunteer activity approval form.

Applicant families, beginning July 1, 2001, will receive information regarding the community service requirement at:

1. the time of application;
2. at the public housing briefing prior to housing lease-up; and

3. at the time the lease is signed.

Location:

The Community Service Program staff will be located at the main Everett Housing Authority office at 3107 Colby in Everett.

Eligibility:

All public housing residents are subject to participate in this volunteer program unless they meet one of the following exemption criteria:

1. The family or member(s) of the family are sixty-two years or older;
2. the family member(s) is blind or disabled as defined per the HUD regulations or is a primary caretaker of such an individual;
3. the family member(s) is engaged in work activities;
4. the family member(s) meets the requirements for being exempted from having to engage in a work activity under the State program funded under Part A of Title V of the social Security Act or under any other welfare program of the State, including the Welfare-to-Work program and has not been found by the state or other administrating entity to be in non-compliance with such program.

Exemption Process:

Currently EHA is able to identify residents who are not disabled, not working, and between the ages of eighteen and sixty-one. Demographic client data does not report those who may be involved in Work First programs, other self sufficiency training or who are engaged in an educational pursuit.

Residents who appear to be eligible for the community service requirement will be given an opportunity to indicate exemption status through the use of an exemption form. (The exemption form will be provided in the initial notice of public housing residents and made available on an ongoing basis to applicants.) The exemption form will be signed by a third party certifying the exemption (see attached sample form). If a complete and verifiable exemption form is received the resident will be granted exemption status.

Residents who self-certify they are unable to perform any type of volunteer activity will be required to sign an affidavit to that effect in addition to obtaining the third party signature on the exemption form.

The Everett Housing Authority will re-verify exemption status annually except in the case of an individual who is sixty-two years of age or older.

Program Requirements:

The community service program is mandated by Congress under the Public Housing Reform Act of 1998. It requires every adult (nonexempt) resident of public housing to perform eight hours of community service for each month of the lease term (annually ninety six volunteer hours) or to participate in a self-sufficiency program or a combination of each activity, to total ninety-six hours annually.

EHA will give families notice ninety days before the annual review of their compliance or non-compliance with this requirement. If the family is not in compliance they will receive information on what they can do to come into compliance with the requirement within the ninety days before the annual review. If the family does not comply with the requirement they will receive a notice thirty days in advance of the annual review explaining their lease rights and responsibilities. The notice will also inform residents that non-compliance with the service requirement is grounds for non-renewal of the public housing lease at the end of the twelve-month lease term, but not for termination of tenancy during the twelve-month lease term. Residents will also be informed however, that non-renewal of the lease is ultimately ground for eviction. Non-compliant families will be offered the opportunity to cure through a settlement agreement indicating the family's commitment to make up the service hours not completed. The agreement will also stipulate the family's commitment to complete the ninety-six hours required for the next twelve month lease term.

Program Goals:

The community service program is intended to assist adult residents improve their own and their neighbors' economic and social well being and give residents a greater a greater stake in their community. Community service is intended to allow residents an opportunity to "give something back" to their community while simultaneously providing experiential learning opportunities which will facilitate the development of skills which can lead to upward mobility.

Community service is not intended to include political activities, to replace work ordinarily performed by EHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement. It is intended to have residents work at things, which serve the public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.

EHA is committed to implement community service and self-sufficiency activities

which will assist residents overcome barriers to employment such as poor work history, drug or criminal background or childcare and transportation needs. To this end EHA will wherever possible coordinate with the Department of Health and Social Services and other agencies to:

1. Target services to low-income families living in public housing;
2. identify similar clients, programs, and activities that impact welfare and housing;
3. jointly develop self-sufficiency activities Initiatives, or processes that could benefit the clients and the agencies;
4. improve administration and service requirement for the EHA and Welfare agencies and by streamlining the verification process and coordination of staff and resources; and
5. coordinate volunteer opportunity and recruitment activities with other agencies involved in similar programs.

Compliance Requirements:

The Community Service Volunteer Coordinator will monitor volunteer service requirements on a monthly basis. Resident(s) who request approval of a meaningful eligible volunteer activity that cannot be performed within a monthly time frame may be approved for the volunteer activity or activities providing the ninety-six hour annual requirement is met. The Volunteer Coordinator will maintain files on the residents participating in the community service program documenting their compliance or failure to comply with this requirement. Failure of a resident to comply with the requirement to submit the certificates of achievement signed by a third party, will prompt contact with the family or member(s) of the family by the Volunteer Coordinator. Failure of the family to make up missed volunteer time or to submit documentation will cause the Volunteer Coordinator to alert the resident's Rental Officer to initiate a warning regarding the consequences of the family's failure to comply with this requirement.

The Volunteer Coordinator will within ninety days of the annual review provide the Rental Officer verification of compliance with the requirement or notice that the family is out of compliance. The Rental Officer will provide the family notice of their compliance status and advise families who are not in compliance they have ninety days to comply with the service requirement and to provide appropriate documentation that compliance has been achieved. If at the end of sixty days compliance evidence has not been provided to the Rental Officer the non-compliant family will be sent a notice at least thirty days before the lease anniversary date providing information on their lease rights and responsibilities

and warning them their lease will not be renewed if the community service requirement is not met.

Documentation regarding a family's status of exemption or eligibility for participation in the community service program as well as annual notices declaring their compliance or non-compliance with the requirement and any correspondence warning of non-compliance or agreements to correct non-compliance will be maintained by the family's Rental Officer in the residents official rental history file.

Staffing Breakdown And Description:

Program Supervision:

The Director of Housing Management will be responsible for overseeing the successful implementation and ongoing operation of the Community Service Program.

One fulltime position (37.5 hours per week) will be hired for this program. The position title is Community Service Volunteer Coordinator. The position responsibilities include:

1. Setting up files for program participants;
2. networking with community agencies, non-profit organizations, etc. to develop volunteer opportunities for program participants;
3. orientating participants to the rights and responsibilities of residents participating in the community service program and of being a volunteer;
4. monitoring participant compliance with the community service program requirements;
5. developing volunteer opportunities within EHA to promote community pride and encourage the development of good resident staff relationships;
6. keep Rental Officers apprised of their residents compliance status in a proactive and timely manner;
7. coordinating the community service programs activities with other appropriate agency programs and services.

Budget

Congress which mandates the community service requirement did not attach an additional funding appropriation to implement the volunteer program. The primary cost entailed in implementing the program is the salary for the Community Service Volunteer Coordinator position which is a full time (37.5 hours per week) position and related overhead costs such as phone, space, office supplies, etc. The agency will fund this position and related costs using public housing funds.

Salary Range
Community Service Volunteer Coordinator
\$2174 - 2564

Compliance With All Non Discrimination And Equal Opportunity Requirements:

See Public Housing Admissions and Occupancy Policy Statement, Section 1.0.

Public Housing

Community Service Policy

24.0 Continued Occupancy and Community Service.

The community service and self-sufficiency requirement is a legislative mandate by Congress as part of the Public Housing Reform Act of 1998. Congress intended this provision to provide residents with the opportunity to engage in rewarding activity that will assist residents in improving their own and their neighbors' economic and social well-being and give residents a greater stake in their communities. Congress believes that the community service and self-sufficiency provision allows residents an opportunity to "give something back" to their community and facilitates upward mobility.

This provision requires low-income families in public housing to contribute or participate for eight hours a month in a community service or economic self-sufficiency activity or combination of both, as a condition of receipt of federal housing assistance. Under this provision of law, noncompliance with the community service and self-sufficiency requirement is a violation of the lease and is grounds for non-renewal of the public housing lease at the end of the twelve month lease term, but not for termination of tenancy during the twelve month lease term. However, non-renewal of the lease is ultimately grounds for eviction.

24.1 Definitions: Community Service; Economic Self-sufficiency Programs and Work Activities.

- A. The term **community service** is defined in 24 CFR 960.601 as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. Also, community service or self-sufficiency activities performed by residents must not be substituted for work ordinarily performed by EHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement (24CFR 960.609).

The EHA will determine what activities are acceptable under community service. Some examples may include:

1. Assisting with a literacy and self-esteem program in an after-school youth program;

2. Assisting in a senior center providing elderly families with information on services such as transportation, meals, etc.;
 3. Assisting in a church homeless shelter kitchen.
- B. Economic self-sufficiency programs are defined in 24 CFR 5.603 as any program “designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families.” These programs include job training, employment counseling, work placement, basic skills training, education, English proficiency, work-fare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

Some examples of HUD initiatives that support economic self-sufficiency include (but are not limited to):

- Family Self-Sufficiency (FSS) program
- Resident Opportunity and Self-Sufficiency (ROSS) programs
- Moving to Work (MTW)
- Public Housing Drug Elimination (PHDEP) program

- C. Work activities as defined in section 407 (d) of the Social Security Act (42 U.S.C. 607 (d)) are:
1. Unsubsidized employment;
 2. Subsidized private sector employment;
 3. Subsidized public sector employment;
 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
 5. On-the-job training;
 6. Job search and job readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed twelve months with respect to any individual);
 9. Job skills training directly related to employment;

10. Education directly related to employment in the case of recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such as certificate; and
12. The provision of childcare services to an individual who is participating in a community service program.

24.2 Effective Date and Implementation of Community Service provisions.

- A. EHA residents must comply with the community service and self sufficiency requirements beginning July 1, 2001. Residents' first month of documented volunteer activity will be July 2001.
- B. This Community Service Policy is part of the Admissions and Occupancy Plan which will be included as part of the agency's Annual Plan.

24.3 Exemptions.

The Everett Housing Authority will provide an exemption from the community service requirement for any adult family member of public housing families who:

- A. Is 62 years of age or older.
- B. Is blind or disabled (as defined under 21(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1); 1382c) whose **specific disability** prevents them from participating in any of the EHA endorsed community service activities or economic self-sufficiency activities and who certifies that because of this disability they are unable to comply with the service provisions.
- C. Is the primary care giver for someone who is blind or disabled (as defined in B. above) and who certifies that their responsibility prevents them from participating in any of the EHA endorsed community service activities or economic self-sufficiency activities.
- D. Is engaged in a work activity as defined in Section 407(d) of the Social Security Act.
- E. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the social Security Act (42 U.S.C. 60 et seq.) or under any

other welfare program of the State in which EHA is located, including a State-administered welfare-to-work program.

- F. Who is receiving assistance under a State program funded under part A title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State in which the EHA is located including a State-administered welfare program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

24.4 Exemption Process.

- A. The Everett Housing Authority will re-verify exemption status annually except in the case of an individual who is sixty-two years of age or older.
- B. Residents with a disability who meet the Housing Authority's definition of disability and who wish to be exempt must self-certify that they are unable to participate in the service requirement due to the nature of their disability. Residents who self-certify they are unable to perform any type of volunteer activity will be required to sign an affidavit to that effect.
- C. Persons who are exempt because they are engaged in work activities under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of Washington State, including the welfare-to-work program; or members of a family receiving assistance, benefits or services under the State program funded under part A of title IV of the social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of Washington state, including welfare-to-work program and has not been found by the state of Washington or administering entity to be in noncompliance with the program will be required to provide written documentation or sign a release of information form, to allow the EHA to obtain information from the welfare agency, to verify their exempt status.
- C. The Everett Housing Authority will permit residents to change their exemption status during the year if status changes. Written notice of a status change must be given to the Rental Officer.

24.5 Persons Subject to the Community Service Requirement.

- A. Public Housing Residents who are adults (18 years or older);
- B. Persons paying Flat and Income-based rents;

- C. Persons with disabilities who are not exempt (do not meet the standards of disability as described in the Social Security Act (42 U.S.C. 416 (1) (1); 1382c).

24.6 Notice of the Requirement.

The EHA shall identify all adult family members who are apparently not exempt from the community service requirement and shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status.

24.7 Volunteer Opportunities.

- A. Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.
- B. An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).
- C. The EHA will coordinate with resident councils, social service agencies, local schools, and the Human Resources Office and other organizations in identifying a list of volunteer community service positions.
- D. The Everett Housing Authority may at its discretion create special volunteer projects and/or positions

24.8 The Process.

- A. An applicant will be informed at the time of their application interview that as a condition of their lease eligible family members will have an obligation to perform eight hours of community service for each month they occupy a public housing unit.

- B. An applicant will be provided information at group briefings of eligible family members' obligation to perform 8 hours of community service for each month they occupy a public housing unit.

- C. At the time the head of household signs the public housing lease the community service requirement will be reviewed prior to the actual signing of the lease. The eligibility for the community service program will be determined for each family member and included as a lease addendum.

- D. After the lease is signed the family member(s) will meet with the Community Service Volunteer Coordinator and will be provided the following information:
 - 1. The family member(s) will receive an explanation of the obligation to perform eight hours of community service, for each month of residency and that the volunteer service must begin the first month after the month the lease is signed.
 - 2. The family member(s) will also be advised the volunteer service requirement must be met for each month they reside in public housing unless they claim and receive an exemption status.
 - 3. Eligible family members will have the opportunity to choose the type of volunteer service they want to contribute but will be advised that the community service activities must be pre-approved by the Housing Authority to insure that they comply with regulations. If activities are not pre-approved they may not be counted towards the required number of community service hours.
 - 4. Eligible volunteers will be encouraged to meet the service requirement on a monthly basis. If eligible volunteers wish to meet their service requirement within a different time frame it must be approved by the Housing Authority in advance.

For example:

A resident could request the Housing Authority to approve participation in an eight week English as a Second Language class which would meet the ninety-six (96) hour annual service requirement. In this case the eight (8) hours

per month obligation would be waived in favor of the eight (8) week ESL class. Third party verification indicating the times the volunteer participated would be required.

5. Eligible volunteers will be told documentation of completed community service hours must be submitted to the Housing Authority each month for which the family member is eligible to do community service work and will be provided time sheets for this purpose. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work. The family member(s) will be advised it is their responsibility to see that the time sheets are signed by a third party and sent to or dropped off at a Housing Authority office or collection site.
 6. The family member(s) will be advised that changes in circumstance which exempt them from compliance with the requirement or make the resident eligible to comply with the Community Service requirement must be reported to a Rental Officer immediately.
 7. The family member(s) will be told a missed month of community service should be made up and reported immediately but in any case all ninety-six hours of service should be documented by the lease anniversary date.
- E. During the interview with the Community Service Volunteer Coordinator the resident will be given a list of volunteer opportunities and provided information about obtaining suitable volunteer positions;
- F. The Community Service Volunteer Coordinator will track the family member's progress monthly and will meet with the family member(s) as needed to discuss changes in volunteer activities and to encourage compliance with the requirement. The Volunteer Coordinator will inform a resident's Rental Officer if a resident has failed to report verification of volunteer service for two consecutive months, advise the Rental Officer of the actions taken to date to encourage the family member(s) to comply with the regulation and enlist the Rental Officer's assistance in encouraging the family to fulfill their lease obligations.
- G. Monitoring for compliance with the Community Service requirement will be done monthly. In addition, ninety (90) days before the family's next lease anniversary date, the Volunteer Coordinator will advise the family of its compliance with the requirement. Ninety

days prior to a family's annual review they will receive along with their annual review appointment letter confirmation of how many volunteer hours they have provided the community. If the family is in compliance with the requirement a certificate verifying compliance will be given to the Rental Officer for inclusion in their file.

24.9 Residents' Responsibilities.

- A. Provide and cooperate with the EHA regarding verification of exempt or nonexempt status for community service and self-sufficiency requirement.
- B. Report any changes regarding exempt or nonexempt status to EHA.
- C. For all adult residents in public housing, except for those determined to be exempt, contribute eight hours per month (ninety-six hours annually) of community service or participate in a economic self-sufficiency program for eight hours per month (ninety-six hours annually) or perform a combination of both for eight hours a month (ninety-six hours annually).
- D. Provide EHA with information verifying compliance with the service requirement including number of hours accomplished in these activities.
- E. Family Obligation under the Lease: Residents are required under 24 CFR 960.607 © to comply with the service requirement. This requirement extends to all adult residents in the household who are determined nonexempt from the requirement. The lease specifies that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the 12-month lease term, but not for termination of tenancy during the course of the 12-month lease term.

If a family member(s) has violated the service requirement, the EHA will not renew the lease upon expiration of the term unless:

1. The head of household, and any other non-compliant resident, enter into a written agreement with the EHA, in the form and manner required by EHA, to cure such

noncompliance by completing the additional hours required over the 12-month term of the new lease; and

2. All other members of the family or who are listed on the lease who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the unit.

If one family member's failure to comply with this requirement jeopardizes the entire family's residency and compliance is not forthcoming from the non-compliant family member the lease will not be renewed unless the family provides evidence the non-compliant family member no longer resides in the unit.

24.10 Notification of Non-Compliance with Community Service Requirement.

EHA will notify a family at least thirty days (30) before the family's next lease anniversary date, that the family has been found to be in noncompliance and is advised of the following:

- A. That the family member(s) has been determined to be in non-compliance with the community service lease requirement.
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into a settlement agreement to comply, the lease will not be renewed or will be terminated.

24.11 Opportunity for Cure and Non-compliance.

Notice shall be given to the resident(s) of non-compliance with the community service requirement and their right to a hearing. If the family requests a hearing the Housing Authority will enter into a settlement agreement with the resident(s). If the family does not request a hearing the Housing Authority will not renew the lease and tenancy will end in twelve months. If over this 12-month period the resident(s) requests an opportunity to enter into a settlement agreement the Housing Authority at its discretion may agree to do so.

The settlement agreement will stipulate the following:

1. The family member(s) will enter into an economic self-sufficiency program or contribute to community service for as many hours as

needed to comply with the hours not performed during the last lease term of twelve months; and will

2. Concurrently complete the community service requirement of ninety-six (96) hours required during the new lease term of twelve months.

From the date the agreement is signed the resident(s) has until the anniversary date of the lease to comply with the current requirement as well as the hours not performed from the previous twelve-month period.

The first service hours completed are applied towards the current commitment until the current year's obligation is complete.

Verified documentation of the total number of volunteer hours served will be requested monthly and minimally will be required at the next annual review. If at that time the family does not supply such verification or has failed to fulfill the settlement agreement terms the family's lease will not be renewed.

If there is more than one family member in non-compliance with the community service requirement separate settlement agreements will be entered into.

Failure by any one of the family members to comply with the settlement agreement terms will result in termination of the family's lease and the Housing Authority's initiation of eviction proceedings. The Housing Authority may at its discretion seek a mutual agreement with the resident to terminate tenancy.

Wa006n01

**Section 8 Homeownership Program
Capacity Statement**

The Everett Housing Authority plans to administer a voucher homeownership program, as provided in section 8(y) of the U.S. housing Act of 1937. It has developed a policy for the its Section 8 Administrative Plan which includes criteria that satisfies b. of Section 4. Section 8 Homeownership Program Capacity Statement, of Notice PIH 2000-43 (HA) which reads as follows:

- b) Requiring that financing for purchase of a home under its section 8 Homeownership program will: be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards; or

The Everett Housing Authority Section 8 Homeownership program policy reviewed and adopted by its Board of Commissioners at the February 2001 regular Board meeting.

The policy has also been reviewed by the agency Resident Advisory Board and is part of the Agency Plan submittal for 2001 (See Optional Attachments).

Wa006n01b

28.0 Use of Voucher Assistance for Home Ownership

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family may include a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

EHA will limit homeownership to a maximum of 25 families at any given time participating in the pre-ownership education and counseling program. As families successfully purchase a home, the vacant program slot will be filled by another eligible family.

- A. Eligibility Requirements: The family must meet all of the requirements listed below before the commencement of homeownership assistance.
1. The family must be eligible for the Housing Choice Voucher program.
 2. The family must qualify as a first-time homebuyer, or may be a co-operative member.
 3. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, (based on the income of adult family members who will own the home). Unless the family is elderly or disabled, income from welfare assistance will not be counted toward this requirement.
 4. At least one adult family member who will own the home must be currently employed full time and must have been continuously employed in the same line of work for at least two years prior to homeownership assistance. The phrase "full time employment" means not less than an average of 30 hours per week.
 5. Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.
 6. The family must have successfully completed the homeownership education and training programs offered by HomeSight under contract with EHA.
 7. The family cannot owe money to EHA.

8. The family cannot have committed any serious or repeated violations of an EHA-assisted lease within the past two years.
 9. The gross family income must be at least two times the voucher payment standard. All income counted in meeting minimum income requirements must come from sources other than "Public Assistance", except for elderly and/or disabled heads of households.
 10. The family must have sufficient income as determined by EHA underwriting criteria to pay for homeownership and other family expenses
 11. The family must have the reasonable expectation that future income will grow to enable it to meet mortgage obligations at the time homeownership assistance terminates.
 12. The 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 two years. Any previous foreclosure must have a "SOLD" justification.
- B. Exceptions for families with elderly or disabled members: Federal regulations provide exception to eligibility and other program requirements for families with elderly or disabled members. In addition, EHA will waive or revise any of its discretionary requirements when such waiver or revision is found to be a reasonable accommodation to the needs of a disabled family member.
- C. Homeownership Counseling Requirements: Before the commencement of homeownership assistance, the family must attend and complete homeownership education and counseling sessions. The counseling and education will be conducted by HomeSight, a HUD-approved housing counseling agency.

The following topics will be included in the homeownership education classes and counseling sessions:

1. Home maintenance (including care of the grounds);
2. Budgeting and money management;
3. Credit counseling;
4. How to negotiate the purchase price of a home;
5. How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that

may be available, and the pros and cons of different types of financing;

6. How to find a home;
7. Information about RESPA, state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions;
8. Legal/Financial planning workshop;
9. Mortgage default prevention counseling;
10. Home inspection procedures.

D. Eligible Units: The unit must meet all of the following requirements:

1. The unit must meet HUD's "Eligible Housing" requirements. The unit may not be any of the following:
 - a. A public housing or Indian housing unit;
 - b. A unit receiving Section 8 project-based assistance;
 - c. A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - d. A college or other school dormitory;
 - e. On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
2. The unit must be located in the service area for EHA's Section 8 Housing Voucher program.
3. The unit must already be existing or under construction at the time the family was determined eligible for homeownership assistance.
4. The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
5. The unit must be inspected by EHA and by an independent inspector designated by the family.
6. The unit must meet HUD Housing Quality Standards.

7. EHA must not be owned by anyone debarred, suspended, or subject to a limited denial of participation in HUD programs.
- E. EHA Search and Purchase Requirements: The family will have six months from its certification for homeownership eligibility to locate a home to purchase. Thereafter, the family must obtain financing and complete the purchase in a reasonable time, but no more than ninety days after locating the home. These time periods may be extended based on unusual circumstances as determined by EHA.

If the family is unable to purchase a home within the maximum time limit, the ownership eligibility certification will expire and the family may continue to receive regular Section 8 voucher rental assistance.

- F. Inspection and Contract: The unit must meet Housing Quality Standards, and must also be inspected by an independent professional inspector selected and paid by the family. The independent inspection must cover major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions, including major building systems and components. These systems and components include, but are not limited to:
1. Foundation and structure;
 2. Housing interior and exterior;
 3. Roofing;
 4. Plumbing, electrical and heating systems.

The independent inspector cannot be an EHA employee or contractor. EHA will not require the family to use an independent inspector selected by EHA, but EHA has established the following standards for qualification of inspectors selected by the family:

1. Must be a Washington State Certified Pest Inspector and have a valid Washington State business license. The inspector should be a member of the American Society of Home Inspectors.
2. Copies of the independent inspection report will be provided to the family, HomeSight and EHA. Based on the information in this report, the family and EPHA will determine whether any pre-purchase repairs are necessary.

3. EHA may disapprove the unit for homeownership assistance because of information in the report.

The family must enter into a contract of sale with the seller of the unit. A copy of the contract must be given to EHA and HomeSight. The contract of sale must specify the price and terms of sale, and provide that the purchaser will arrange for a pre-purchase independent inspection of the home. The contract must also:

1. Provide that the purchaser is not obligated to buy the unit unless the inspection is satisfactory;
2. Provide that the purchaser is not obligated to pay for necessary repairs; and
3. Contain the seller's certification that he or she has not been debarred, suspended or subject to a limited denial of participation by HUD.

- G. Financing: The family is responsible for securing financing. EHA has established financing requirements, listed below, and may disapprove proposed financing if EHA determines that the debt is unaffordable.

1. The following forms of financing are prohibited:
 - a. balloon payment mortgages;
 - b. variable interest rate loans;
 - c. seller financing.

Only 30-year fixed-rate mortgages are permitted. EHA will require a minimum cash down payment of \$2,500 or 2% of purchase price, whichever is greater, to be paid from the family's own resources (except that 25% of the above may be in the form of a gift). Down payment must come from earned income from purchaser's employment (except for the 25% that may be in the form of a gift).

Existing consumer debt must be at or below 12% gross monthly income.

The front-end housing debt (P.I.T.I.) ratio may not exceed 36% of gross monthly income.

- H. Continued Assistance: Homeownership assistance may only be paid while the family is residing in the home. The family or lender is

not required to refund homeownership assistance for the month when the family moves out.

1. The family must comply with the following obligations:
 - a. The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
 - b. The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to CFR 982.551 (h) and (i).
 - c. The family must supply information to EHA or HUD as specified in CFR 982.551(b). The family must further supply any information required by EHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
 - d. The family must notify EHA before moving out of the home.
 - e. The family must notify EHA if the family defaults on the mortgage used to purchase the home.
 - f. No family member may have any ownership interest in any other residential property.
 - g. The family must attend and complete ongoing homeownership counseling.
 - h. The family must fulfill its obligations under the Family Self-Sufficiency Contract of Participation, if applicable.
 - i. Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

2. Maximum Term of Homeownership Assistance: Except in the case of elderly or disabled families, the maximum term of homeownership assistance is 15 years.

3. The elderly exception only applies if the family qualified as elderly at the start of homeownership assistance. The disabled exception applies if, at any time during receipt of homeownership assistance, the family qualifies as disabled.
 4. If the family ceases to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date assistance commenced. However, such a family must be afforded at least 6 months of homeownership assistance after the maximum term becomes applicable.
 5. If the family receives homeownership assistance for different homes, or from different Housing Authorities, the total is subject to the maximum term limitations.
- I. Homeownership Assistance Payments and Homeownership Expenses: The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, EHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in this plan for the Housing Choice Voucher program.

EHA will pay the homeownership assistance payment directly to the lender on behalf of the family.

Some homeownership expenses are allowances or standards determined by EHA in accordance with HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home.

1. Homeownership expenses include:
 - Principal and interest on mortgage debt.
 - Mortgage insurance premium.
 - Taxes and insurance.
 - EHA's utility allowance used for the voucher program.
 - EHA's allowance for routine maintenance costs.
 - EHA allowance for major repairs and replacements.
 - Principal and interest on debt for improvements.

Expenses or maintenance fees assessed by the homeowner association.

- J. Portability: Subject to the restrictions on portability included in HUD regulations and elsewhere in this Administrative Plan, the family may exercise portability if the receiving Housing Authority is administering a voucher homeownership program and accepting new homeownership families.

The receiving Housing Authority may absorb the family into its voucher program, or bill EHA. The receiving Housing Authority arranges for housing counseling and the receiving Housing Authority homeownership policies apply.

- K. Moving With Continued Assistance: A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

EHA will deny permission to move with continued rental or homeownership assistance if EHA determines that it does not have sufficient funding to provide continued assistance.

EHA will require the family to complete additional homeownership counseling prior to moving to a new unit with continued assistance under the homeownership option.

EHA will require the receiving PHA to assure that the family completes its obligations under the Family Self-Sufficiency Contract of Participation, if applicable.

- L. Denial or Termination of Assistance: Termination of homeownership assistance is governed by the policies for the Housing Choice Voucher program contained elsewhere in this Administrative Plan. However, the provisions of CFR 982.551 (c) through (j) are not applicable to homeownership.

EHA will terminate homeownership assistance if the family is dispossessed from the home due to a judgment or order of foreclosure.

EHA will permit such a family to move with continued voucher rental assistance. However, rental assistance will be denied if the family defaulted on an FHA-insured mortgage, and the family fails to demonstrate that:

The family conveyed title to the home as required by HUD,
and

The family moved within the period required by HUD.

EHA will terminate homeownership assistance if the family violates any of the family obligations contained in this section.

- M. Recapture of Homeownership Assistance. EHA will comply with CFR 982.640 in recapturing a percentage of the homeownership assistance provided to the family upon sale or refinancing of the home. Upon purchase of the home, the family shall execute documentation securing EHA's right to recapture homeownership assistance.

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**PHAS
REAC – Resident Survey
Safety Follow-Up Plan**

The Everett Housing Authority received a PHAS score of 73% on Safety. REAC Survey data could not make a distinction between public housing developments in collating the survey result from residents. As a result the Everett Housing Authority does not know which development(s) actually scored low. However, there is sufficient historical evidence from documented complaints received by the Bakerview Rental Officer from individual residents and from discussions regarding vandalism and security concerns with the Bakerview Resident Council to reasonably conclude that this 152 unit senior high-rise building perceives the neighborhood to be unsafe.

As a result Housing Authority staff have discussed resident's security concerns with the agency Resident Advisory Board and with the Bakerview Resident Council. In addition, the Authority conducted informal interviews with individuals and with small groups of residents and on March 16, 2001 held a special meeting for all Bakerview residents to gather information about their concerns and to obtain their suggestions for improving safety in their building.

Information gathered at the special meeting was consistent with the information gathered in more informal ways. The Bakerview highrise is located in a urban neighborhood in North Everett which is comprised mainly of family apartment complexes, older single family dwellings and public housing units. The high density population contributes to high incidents car vandalism, minor property destruction. In addition the Housing Authority experienced three attempted break-ins in its co-located office buildings which Bakerview residents were aware of. These types of crime statistics are somewhat higher than that of other parts of the city. The high-rise also has a high percentage of non-English speaking residents and over one third of the residents are young disabled. These two factors give the elderly residents a sense that their environment has many strangers coming and going from their building and contributes to their sense of a lack of living in a "secure" building.

Security concerns raised at the special meeting and in the informal discussions included:

- The desire for the installation of dead bolts on apartment doors.
- The desire for a perimeter fence. After significant discussion the group decided a fence might not actually deter crime and its cost would be excessive.
- The desire to modify the electric sliding doors at the main entrance.
- The desire to install a camera video system and card access system for main entrances.

- The desire for better lighting in the parking areas.

After consideration by management the Housing Authority will do the following to improve security in this high-rise development:

- PHDEP funds for Fiscal Year 2001 –2001 will be used to purchase security cameras and card access and video equipment for entrances to the high-rise and the community halls and office space co-located with the building.
- PHDEP program efforts will be directed towards education activities designed to familiarize residents with neighborhood residents and develop crime watch activities the residents can participate in to enhance their sense of control of their own living environment.
- Capital Grant funds will be used to purchase and install deadbolts on the apartment unit doors.
- Better lighting will be examined.
- Staff will continue to meet regularly with the Bakerview Resident Council to discuss security concerns and develop solutions that can be implemented by residents as well as staff.
- Staff will continue to participate in the City's North End Resident Neighborhood meetings which, are attended by representatives of law enforcement as a means of improving communications with neighbors and law enforcement of criminal activity.